



AN APPLICANT'S GUIDE TO PROCEDURES FOR:

SIDE SEWERS PERMIT PROCESS – NEW CONNECTIONS

INTRODUCTION

The construction of a new building normally requires a connection to the Central Contra Costa Sanitary District (CCCSD) sewer system. CCCSD has developed procedures to approve the connection, collect applicable fees, and inspect the construction of needed sewer facilities.

BUILDING PLAN REVIEW

CCCSD staff reviews building plans for new construction for possible encroachments into existing public easements or conflicts with existing CCCSD facilities. If encroachments exist, plans must be revised to meet CCCSD requirements. CCCSD staff will also determine the availability of public sewers in the area to serve the proposed building, as well as the plumbing for the proposed connection.

CCCSD does not approve the building plans for construction. That function is handled by the local jurisdiction responsible for the building permits.

DEFINITIONS

- A. Side sewer – is the privately owned and maintained sewer which connects the plumbing system of the building to the public sewer. The side sewer begins with and includes the connection to the public sewer and terminates at the point of connection to the building plumbing system. "Side sewer" includes the lateral sewer and the house sewer.
- B. Lateral sewer – is that portion of the side sewer which is within the public right of way or CCCSD easement.
- C. House sewer – is that portion of the side sewer from the lateral sewer to its connection to the building plumbing system.
- D. Public sewer – is a main sewer which may have one or more side sewers connected to it. These sewers are normally 8 inches or larger in diameter.

PROCEDURES

New Building Construction

- A. Applicant delivers building plans to CCCSD for review.
 - B. CCCSD staff review the building plans as outlined above. The plans may be required to be revised and resubmitted in order to meet CCCSD requirements.
 - C. Once the building plans have been accepted by CCCSD, staff will then stamp building plans
 - D. Applicant obtains building permits from appropriate county or city building department.
- noting any additional, specific CCCSD requirements. These requirements must be met prior to the connection of the structure to the public sewer. These requirements can include, but are not limited to, the payment of applicable fees and the construction of necessary public sewers.

PROCEDURES (cont'd)

E. Prior to final inspection of the building by the county or city, and not earlier than the completion of the roof and rough-plumbing, the applicant must return to CCCSD to pay all applicable connection fees. Checks shall be made payable to Central Contra Costa Sanitary District or CCCSD.

F. When the connection fees are paid, CCCSD will issue a permit for the sewer work to a properly licensed contractor, hired by the applicant, and registered with CCCSD. The CCCSD permit will be issued to the contractor only at the CCCSD permit counter. This contractor will be responsible for all necessary side sewer work.

If property owners wish to install their own side sewers, they can perform only that work which is located within their property. Specific requirements for "property owner" work are summarized in the "Conditions for Property Owners Permit" handout.

G. If a "lateral sewer" has not already been installed to serve the property, connection to the public sewer may require a tap procedure. Taps are required to be installed by prequalified sewer contractors. After appropriate fees are paid, a permit will be issued to a CCCSD-approved sewer contractor hired by the applicant. Property owners will not be issued permits for sewer taps or lateral installations.

H. CCCSD inspection shall be arranged at least one (1) business day prior to performing any work, including trenching. The CCCSD inspection team can be reached at (925) 229-7373.

I. Sewer work may begin on the date of the scheduled CCCSD inspection. It is the responsibility of the permittee to arrange for the necessary CCCSD inspections as the work progresses. Work performed without CCCSD inspection will be subject to removal and reconstruction.

J. When the side sewer work is completed, including backfill and compaction, a CCCSD inspector will provide a final inspection upon request by the permittee.

Septic Tank Conversions

A. The applicant applies for a CCCSD permit to connect to public sewer. Staff will determine if the property is within CCCSD boundaries and if annexation to CCCSD is required. If annexation is required, the property owner must obtain and

complete an annexation application and petition. CCCSD must process the petition prior to the start of any sewer work.

B. CCCSD will investigate the availability of public sewers to serve the property. If a public sewer is not adjacent to or within the subject property, the applicant must first extend the public sewer. The "Public Main Extension" handout details this procedure.

Assuming the public sewer is available and after the applicant pays all appropriate connection fees, CCCSD will issue a permit for the sewer work to a contractor, hired by the applicant, and registered with CCCSD. The CCCSD permit will be issued to the contractor only at the CCCSD permit counter. This contractor will be responsible for all necessary side sewer work.

If property owners wish to install their own side sewers, they can perform only that work which is located within their property. Specific requirements for "property owner" work are summarized in the "Conditions for Property Owners Permit" handout.

Most connections to an existing public sewer will require a tap procedure. Taps are required to be installed by prequalified sewer contractors. After appropriate fees are paid, a permit will be issued to a CCCSD-approved sewer contractor hired by the applicant. Property owners will not be issued permits for sewer taps or lateral installations.

C. The work included in a septic tank conversion consists of the installation of a new side sewer from the building to the public sewer main and the proper abandonment of the existing septic tank. The existing pipeline from the building to the septic tank may be used as part of the new side sewer only if it is a minimum of four inches in diameter and passes inspection by CCCSD. The test of the existing side sewer as well as the installation of the new side sewer must be completed and accepted before the existing septic tank can be removed from service and abandoned. Abandonment of a septic tank includes uncovering the septic tank and filling the empty septic tank with compacted dirt or sand. Specific requirements for abandonments of septic tanks may be obtained from the Contra Costa County Health Services Department Environmental Health Division, which has jurisdiction over septic tank abandonments.