

# How to Obtain a Permit for Private Utilities

INFORMATION BULLETIN

182

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This Information Bulletin describes the procedure for obtaining a permit to install private underground for domestic water and sewer. A separate plumbing permit is required for installation of all private underground domestic water and sewer when proposing to serve more than one building, not a part of a Public Right-of-Way permit. Single buildings connected to a public main do not require a separate plumbing permit. For Private Fire Service and Hydrants, see [Information Bulletin 181, Private Underground Fire Service and Hydrants](#).

## Definitions

Terms used in this Information Bulletin:

- **Private Water** is a privately maintained water system between the public water meter and building (s).
- **Private Sewer** is a privately maintained sewer system between building (s) and the Public Right of Way clean out.
- **Private Fire Hydrant or Service** is a privately maintained water system serving a private fire system between the backflow and building (s).

## Submittal Requirements

The following plans and documents shall be provided when applying for a private water or sewer system Plumbing permit.

### 1. Forms

The Project Contact form ([DS-345 PDF](#)) must be completed and submitted.

### 2. Plans

Provide and submit the construction plans, including the following information:

1. Associated building or grading permit number.
2. Detailed scope of work (i.e.: Installation of private underground water service serving 12 single dwelling units). Include all buildings being served by the underground utility.
3. Limit of work.
4. Property line dimensions and any easements.
5. Identify which portions of the system were designed in accordance with [Water Design Guide PDF](#) (for water), [Sewer Design Guide PDF](#) (for sewer) or California Plumbing Code (for water and sewer).
6. Clearly define existing and proposed public and private utilities applied for under this permit or separate permit.
7. Location, pipe sizes, slope, connection(s) and material of piping.
8. Calculation for sizing of water and sewer piping.
9. Depth of cover.
10. Sewer clean-out size and locations.
11. Sewer manhole locations.
12. Cross section(s) and elevation(s).
13. If the plan is intended to be professionally certified, then the title of the project must include the language, "Professional Certification of Private Utilities". See Section IIA below for more information about Professional Certification.
14. Professional certification plans must be signed and stamped by the responsible design professional, either a registered Civil or Mechanical Engineer. The registered design professional must provide a signed statement with the following language on the first sheet of the plans in order to qualify for Professional Certification:
  - I. I hereby acknowledge that I am the responsible design professional for this project and that I am accountable for compliance with the governing policies, regulations, and code requirements applicable to this installation.
  - II. I hereby acknowledge that the maintenance of my Professional Certification privilege requires accurate plans and installations on a consistent basis. I hereby certify that all work will occur within private property without easements and the City assumes no liability.
  - III. With this submittal, I confirm that the plans and documents submitted for approval comply with the governing policies, regulations and code requirements that are applicable to the proposed installation.
  - IV. I understand that, if the installation deviates from requirements, a construction change may be required, and final approval will be delayed. I also understand that submitting inaccurate plans and installations may result in the revocation of my Professional Certification privilege.

## Options for Service

### A. Professional Certification

Plan review for private water and sewer systems is not required when the plans have been professionally certified. Items 13 –14 listed in Section I must appear on the first sheet of the plans in order to be considered as professional certification, along with all other applicable items in Section I. Projects that are professionally certified still require inspections as described in Section V.

### B. Plan review

Projects that are not professionally certified as specified in Section IIIA will be plan reviewed.

### C. Submittal of Plans

Private Utilities Permits must be submitted through the online portal by selecting Plumbing/Gas Permit.

## Other Requirements

- A. Connection to the City's water or sewer mains requires a separate right-of-way permit. See [Information Bulletin 166, "How to Obtain a Permit for Water, Sewer or Fire Service"](#).
- B. The installation of a cross-connection control device on all water services must be in accordance with [Information Bulletin 113, "How to Obtain Approval for Cross-Connection Controls" PDF](#).

## Fees

The following fees are required to be paid prior to review unless otherwise indicated below. For your convenience, DSD offers online through [OpenDSD](#). Payment may also be made in person by cash, check, ATM card, Visa, or MasterCard. Checks shall be in the exact amount, drawn on US banks, and made payable to the "City Treasurer."

### A. Professional Certification (No Plan Review, Inspection Only)

First 100 linear feet.....\$246.39  
Each additional 10 feet.....\$48.85

### B. All Other Private Utilities (Plan Review and Inspection)

Plan Review per Discipline.....\$164.63/hr  
First 100 linear feet.....\$246.39  
Each additional 10 feet.....\$48.85  
Mapping Fee.....\$11.34

When available, a reduced review period can be accomplished by paying an Express Plan Check Administrative Fee plus 1.5 times the regular plan check fee (or 1.5 times the hourly rate, when applicable). Refer to [Information Bulletin 700](#) for additional information on the optional Express Plan Check Service.

## Inspections

Inspections are required for all installations of private water and sewer. It is the responsibility of the permit holder to schedule the following inspections

### A. Private Water

1. Visual inspection for material, size, bedding, thrust blocks, and depth.
2. The underground water shall be hydrostatically tested; center loading is permissible with all fittings exposed for inspection.
3. Disinfection of Potable Water System shall comply per California Plumbing Code; a report shall be submitted prior to final inspection.
4. Final inspection shall have the private water service pressurized by City water pressure and shut off valves shall be made accessible.

### B. Private Sewer

1. Visual inspection of material, size, grade, slope, alignment, clean outs and changes of direction.
2. The sewer shall be tested in its entirety with either a low-pressure air test after all piping has been concealed or by a water test with all piping exposed.
3. Final inspection shall have all cleanouts extending flush with paving and manhole covers set in place.

## References

- [Project Contacts Form PDF](#)(DS-345)
- Project Submittal Manual, [Section 3 PDF](#)
- [Information Bulletin 113, Cross-Connection Control PDF](#)
- [Information Bulletin 120, Project Inspection PDF](#)
- [Information Bulletin 166, Water, Sewer & Fire Service](#)
- [Information Bulletin 181, Private Underground Fire Service & Hydrants](#)
- [Information Bulletin 501, Fee Schedule for Construction Permits—Structures](#)

## Previous Versions of this Information Bulletin

This section contains previous versions of this Information Bulletin by the last day they were effective.

- [2025-10-08 | IB 182 PDF](#)
- [2025-05-04 | IB 182 PDF](#)
- [2024-12-31 | IB 182 PDF](#)
- [2024-06-30 | IB182 PDF](#)