

CITY OF SAN DIEGO
ADMINISTRATIVE REGULATION

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WATER AND SEWER SERVICE ORDER PROCEDURE	Effective Date January 19, 2018		

1. PURPOSE

- 1.1. To establish policies and procedures to obtain *Permits* for new *Water Service* and Sewer Laterals in the city of San Diego.

2. SCOPE

- 2.1. This Administrative Regulation applies to all City Departments and private developers. *Capital Improvement Program (CIP)* projects that do not require building *Permits* are exempt from this administrative regulation and will work directly with the Public Utilities Department.

3. DEFINITIONS

- 3.1. *Permits* – The Development Services Department’s issued approval that allows the applicant to construct the proposed work.
- 3.2. *Water Service* – The water connection between the water main and the water meter that is maintained by the Public Utilities Department.
- 3.3. *Sewer Lateral* – The sewer connection between the sewer main and the property line or right of way that is maintained by the Public Utilities Department.
- 3.4. *Capital Improvement Program (CIP)* – The city of San Diego’s program that designs and constructs projects for asset owning departments.

4. POLICY

4.1. General

- 4.1.1. *Permits* for constructing water and sewer connections are required and a proper procedure must be followed in obtaining *Permits* to ensure that these assets are tracked and included in the annual capitalization report.

(Supersedes Administrative Regulation 55.00, Issue 2, effective July 1, 1993)

Authorized

(Signature on File)

CHIEF OPERATING OFFICER

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5. RESPONSIBILITY

5.1. Building Permit Process (a project that receives a Building Permit)

<u>Responsibility</u>	<u>Action</u>
Development Services Department - Combined Review	1. Review Forms, DS-3032 "General Applications," water meter data card (Form DS-16) and/or the Irrigation Check List (Form DS-5852), and building drawings for water and sewer.
	2. Determine water meter size and create water and sewer sales order in SAP.
Development Services Department - Water and Sewer Development Review	3. Add public right-of-way work (water and sewer connections) to sales order if already created by Combined Review, or create sales order if none exists.
Development Services Department – Cashiers	4. Collect all water and sewer fees.
Public Utilities Department	5. Perform wet-taps and water meter installations.
	6. Maintain water and sewer maps.
	7. Assign customer account numbers.
	8. Prepare Annual Meter and Service Installation Net Gain or Loss Report for capitalization of meters.

5.2. Non-Building Permit Process (all other projects)

Development Services Department – Water and Sewer Development Review	1. Right-of-way plan review for <i>Water Services</i> and <i>Sewer Laterals</i> .
	2. Determine <i>Water Service</i> and water meter sizes, and complete water and sewer sales order in SAP.
Development Services Department – Cashiers	3. Collect all water and sewer fees.

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Public Utilities Department	4.	Perform wet-taps and water meter installations, and other public right-of-way installations.
	5.	Maintain water and sewer maps.
	6.	Assign customer account numbers.
	7.	Prepare Annual Meter and Service Installation Net Gain or Loss Report for capitalization of meters.
Public Works Department	8.	Construction Management and Field Services Division inspects water and sewer installations per approved plans.

APPENDIX

Legal References

City Charter Sections:

- 45. City Treasurer
- 53. Public Utilities Department
- 85. Daily Deposits of Money
- 86. Disposition of Public Monies
- 87. Uniform Accounts and Reports
- 90.2 Subsection (8) and Subparagraph (B) Sewer Revenue

Municipal Code:

Chapter VI, Article 7, Sections 67.0101 to 67.0513 inclusive
Chapter VI, Article 4, Sections 64.01 to 64.0810

Departmental Instructions:

Utilities DI 55.14	<i>Water Service</i> Order Procedure
Utilities DI 55.30	Water and Sewer Capacity Charges

Forms

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None

Subject Index

Permits for Water Service and Sewer Laterals

Administering Department

Development Services