



The City of



Public Utilities

FACT SHEET

Steps to Getting Connected to Recycled Water

Every customer site, whether wanting to connect to the recycled water distribution system or expand their existing on-site system, must go through a plan review and inspection process by the City of San Diego and the County of San Diego Department of Environmental Health. The reviews and inspections are mandated by California State Code to ensure the appropriate regulations are followed and the site is safeguarded from a potential cross-connection between the recycled water system and the potable water system.

Site Assessment

City of San Diego staff conducts on-site preliminary assessment of the existing water system(s) for potential use sites located adjacent to the recycled water distribution system. To see if your property is adjacent to the recycled water pipelines, check out our interactive [map](#).

Prepare Design

Customer prepares plans according to state and county health regulations and the [City of San Diego Recycled Water System Guidelines and Standards](#). Refer to the [City of San Diego Recycled Water Rules and Regulations](#) for specifics.

Design Review and Plan Check

Plans must be reviewed and approved by the City of San Diego and the County of San Diego.

City of San Diego Review

Fill out a [General Application Form](#) and a [Deposit Account/Financial Responsible Party form](#) and submit plan review deposit of \$2,400 to:

City of San Diego Public Utilities Department
Recycled Water Program
9150 Topaz Way, San Diego, CA 92123

Office hours are Monday through Friday 8 a.m. to 4:30 p.m. Make checks and money orders payable to **City Treasurer**. Submit recycled water plans (showing recycled pipes in red), site plans, and public improvement drawings in PDF format to Azeib Kiros at akiros@sandiego.gov. Call (619) 533-5469 for questions. Plan check process is conducted by city staff and can take up to 15 business days to complete. Customers will be notified when the plan review has been completed.

For cooling tower, industrial, or dual plumbing (toilet/urinals) plan review – submittal of plumbing plans and an engineering report are required in addition to the plans and deposit noted above.





County of San Diego Review

Please visit the County of San Diego Environmental Health website for information:

www.sandiegocounty.gov/content/sdc/deh/lwqd/lu_recycled_water

For questions, call Glenn Leeks at (619) 607-8351 or Barrett Hollingsworth at (858) 880-4371.

Pre-Construction Inspection

Following plan approval and prior to the start of construction, a pre-construction inspection must be scheduled with the Recycled Water Program. Please call the City inspector indicated on your approved plans to coordinate the inspection.

Meter Service Request

The Recycled Water Program will coordinate with you for the meter request. Following meter service request processing, [meter fees](#) will be calculated and customer will be notified. Checks or money orders for recycled water meter, service and inspection fees made payable to **City Treasurer** can be submitted at this location:

City of San Diego Development Services Department
1222 First Ave., Third Floor, San Diego, CA 92101

Business hours for fee payment are:

Monday, Tuesday, Wednesday, & Thursday, - 7 a.m. to 4 p.m.

Fridays - 10 a.m. to 4 p.m.

Pre-connection Inspection and System Shutdown Test

Once on-site construction is completed and prior to the final connection to the recycled water system, Public Utilities Department staff, in conjunction with the County Department of Environmental Health, conducts a system shutdown test. The cross-connection shutdown test will be coordinated with you by the assigned City inspector following completion of construction.

Initiate Service

Call Public Utilities Department Customer Service to initiate service at (619) 515-5277.

Required Training

For the use of recycled water, an authorized customer representative is required to attend the [Recycled Water Site Supervisor Course](#) offered by the City of San Diego.

Annual Inspections/Shutdown Test/Cross-Connection Control Test

Annual recycled water system inspections are performed by the City of San Diego Public Utilities Department. Every four years a cross-connection test is conducted by the City of San Diego and the County Department of Environmental Health.

Information: For additional information, contact Victor Villegas at (619) 533-5277 or email willegas@sandiego.gov, or visit the [City's Recycled Water Program website](#).