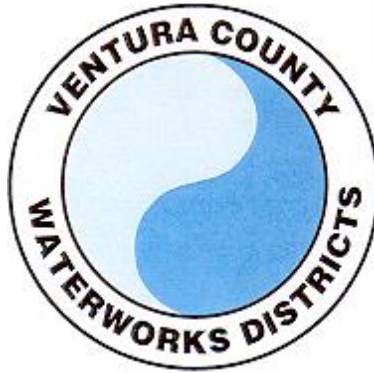


# **VENTURA COUNTY WATER AND SANITATION**

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Representing: Ventura County Waterworks District Nos. 1, 16, 17, 19, and 38

## **SEWER WILL SERVE LETTER**



## **CUSTOMER INSTRUCTIONS AND PROCEDURES**

Updated: August 2018



# INSTRUCTIONS

## SEWER WILL SERVE LETTER

A Sewer Will Serve Letter is letter from a Water Purveyor declaring that the purveyor's system shall provide sewer service to the proposed project identified in the letter. The process for receiving this letter is outlined in the checklist below. Please submit the Customer Forms via email to [wsdevelop@ventura.org](mailto:wsdevelop@ventura.org) or in person at the front office located at 6767 Spring Road, Moorpark, CA 93021. For questions or concerns, please contact Engineering & Development at 805-378-3000 extn. 5 or send an email to the address above.

<b>CUSTOMER WILL SERVE LETTER PROCEDURE CHECKLIST</b>		
<b>1</b>	Fill out Customer Information Form and Application for Service if applicable.	
<b>2</b>	Submit Planning Department approved drawings. <i>(Both electronic and hard copies are acceptable)</i>	
<b>3</b>	Complete the Fixture Count Worksheet	
<i>The District will review information, and provide the customer with a list of applicable fees.</i>		
<b>4</b>	Pay fees and receive a Will Serve Letter within four (4) business days of received payment.	
<b>5a</b>	If no changes are to be made to the existing sewer service, no further action is needed.	
<b>5b</b>	If changes are necessary but a construction permit is not required, the District will provide the customer with further information on what is needed.	
<b>5c</b>	If one of the following scenarios apply, the customer will need to apply for a construction permit by completing the attached <b>Construction Permit Checklist</b> . <ul style="list-style-type: none"> <li>• Upsizing an existing sewer lateral</li> <li>• Relocation of existing lateral to different location on property</li> <li>• New sewer service connection</li> </ul>	



## CONSTRUCION PERMIT APPLICATION CHECKLIST

A construction permit is required for the installation of new sewer connections, the upsizing of an existing sewer connection or moving a lateral to a different location. The following steps shall be completed prior to the issuance of permit.

<b>1</b>	Plan view drawings illustrating: <ul style="list-style-type: none"> <li>• Sewer main location and size</li> <li>• Sewer lateral size and connection to the sewer main line</li> </ul>	
<b>2</b>	Payment of all applicable fees	
<b>3</b>	Materials Submittals <i>(the District's Approved Materials List is available upon request)</i>	
<b>4</b>	Identification stakes or paint to mark the location of existing and new utility services	
<b>5</b>	Verification of Contractor's Class A License Certification	
<b>6</b>	Certificate of Liability Insurance naming the County of Ventura as additionally insured	
<b>7</b>	Encroachment Permits (if applicable) <ul style="list-style-type: none"> <li>• County      • HOA</li> <li>• Caltrans</li> <li>• City</li> </ul>	
<b>8</b>	Complete and return Application for Service Form.	
<b>9</b>	Schedule a Pre-Construction meeting a minimum of five (5) working days prior to start of construction.	



# SEWER FIXTURE WORKSHEET INFORMATION

VENTURA COUNTY WATER & SANITATION DEPARTMENT COUNTY SERVICE AREAS COMPUTATION OF SEWER CONNECTION FEES								
FIXTURE UNITS	EXISTING FIXTURES	+	PROPOSED FIXTURES	=	TOTAL FIXTURES	x	UNIT VALUE	TOTAL FIXTURE UNITS
Bar Sink (Residential)		+		=	0	x	1	0
Bar Sink (Public Use)		+		=	0	x	2	0
Bathtub or Combination Bath/Shower		+		=	0	x	3	0
Bidets		+		=	0	x	2	0
Clothes Washers		+		=	0	x	3	0
Dental Units or Cuspidors		+		=	0	x	1	0
Dish Washer (Domestic)		+		=	0	x	2	0
Drinking Fountains		+		=	0	x	1	0
Floor Drains		+		=	0	x	2	0
Floor Drains - 2"		+		=	0	x	2	0
Floor Drains - 3"		+		=	0	x	6	0
Floor Drains - 4"		+		=	0	x	8	0
Food-waste-grinder (Commercial)		+		=	0	x	8	0
Interceptors for grease, oil, solids, etc.		+		=	0	x	3	0
Interceptors for sand, auto wash, etc.		+		=	0	x	3	0
Laundry Sink		+		=	0	x	2	0
Receptors (floor sinks) Indirect waste receptors for refrigerators, coffee urn, water station, etc.		+		=	0	x	1	0
Receptors, indirect waste receptors for commercial sinks, dishwashers, hairwashers, etc.		+		=	0	x	3	0
Showers, single stalls		+		=	0	x	2	0
Showers, gang (one unit per head)		+		=	0	x	1	0
Sinks, kitchen, private, w/ or w/o food-waste-grinder (1½" min. waste)		+		=	0	x	2	0
Sinks, bar, private (1½" min. waste)		+		=	0	x	1	0
Sinks, bar, commercial (2" min. waste)		+		=	0	x	2	0
Sinks, commercial or industrial (2" main waste)		+		=	0	x	3	0
Sinks, flushing rim, clinic		+		=	0	x	6	0
Sinks, and/or dishwashers (residential) (2" min. waste)		+		=	0	x	2	0
Sinks, service		+		=	0	x	3	0
Trailer park traps (one for each trailer)		+		=	0	x	6	0
Urinals, pedestal		+		=	0	x	6	0
Urinals stall		+		=	0	x	2	0
Urinals, wall (2" min. waste)		+		=	0	x	2	0
Urinals, wall trough (2" min. waste)		+		=	0	x	3	0
Wash Basins (lavatories) single		+		=	0	x	1	0
Wash Basins, in sets		+		=	0	x	2	0
Water Closets		+		=	0	x	4	0
Whirlpool Bath or Combination Bath/Shower		+		=	0	x	3	0
TOTAL FIXTURE UNITS								0

RESET FORM

Click to reset all  
inputted values

For projects with an  
existing sewer service  
connection input  
fixtures. If the lot is  
vacant with no existing  
development, this  
column blank.

Input proposed  
fixtures based off  
of the final building  
plans.

The form will  
automatically  
calculate the  
total.

