VENTURA COUNTY WATER AND SANITATION

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 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.

	CUSTOMER WILL SERVE LETTER PROCEDURE CHECKLIST	
1	Fill out Customer Information Form and Application for Service if applicable.	
2	Submit Planning Department approved drawings. (Both electronic and hard copies are acceptable)	
3	Complete the Fixture Count Worksheet	
Th	ne District will review information, and provide the customer with a list of ap	oplicable fees.
4	Pay fees and receive a Will Serve Letter within four (4) business days of received payment.	
5a	If no changes are to be made to the existing sewer service, no further action is needed.	
5 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.	
5c	If one of the following scenarios apply, the customer will need to apply for a construction permit by completing the attached Construction Permit Checklist. Upsizing an existing sewer lateral Relocation of existing lateral to different location on property New sewer service connection	



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.

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1	Plan view drawings illustrating: • Sewer main location and size • Sewer lateral size and connection to the sewer main line	
2	Payment of all applicable fees	
3	Materials Submittals (the District's Approved Materials List is available upon request)	
4	Identification stakes or paint to mark the location of existing and new utility services	
5	Verification of Contractor's Class A License Certification	
6	Certificate of Liability Insurance naming the County of Ventura as additionally insured	
7	Encroachment Permits (if applicable) • County • HOA • Caltrans • City	
8	Complete and return Application for Service Form.	
9	Schedule a Pre-Construction meeting a minimum of five (5) working days prior to start of construction.	



SEWER FIXTURE WORKSHEET INFORMATION

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