

Applicability

This permit is required when a resident of the City wishes to construct a lateral connection to the Sanitary or Storm Sewer System. Typical examples of work include:

- Connecting an existing residence currently on a septic system to the City's sanitary sewer system
- Connecting new development to the City's sanitary sewer system
- Connecting to the City's storm sewer system

This permit is only for construction of the pipe from the **sewer main to the property line**. A Plumbing permit is required from the Building Division for construction of the pipe from the property line to the structure. Please contact the Building Division at (408) 535-3555 to apply for a Plumbing permit.

Please Note: The property being connected to the City's sanitary sewer system must be located within the City of San Jose. Properties in County pockets must either be located in a Sanitation District, or the property must be annexed into the City of San Jose before a permit can be issued. Please contact the Planning Division at (408) 535-3555 for information regarding the annexation process.

Instructions

To apply for a sewer lateral permit, complete the Application for Public Works Permit form by following the instructions below:

- 1) **General Information** – Provide the name, address, and phone number of the permittee and the contractor who will be doing the proposed construction work. Be sure to include the State Contractor's and City Business License Numbers.
- 2) **Project Location / Major Intersection** – Specifically describe the location of work giving the street name(s) and address(es) if possible. In addition, indicate the major cross street(s).
- 3) **Type of Street / No. of Traffic Lanes** – Indicate if the work is to take place on an Arterial street or on a Local street. Also indicate the number of Traffic lanes which will be trenched across during construction. For a list of City streets classified as Arterial for fee calculation purposes, please visit our website at <http://www.sanjoseca.gov/publicworks/tds/document.asp>.
- 4) **Plans** – The applicant shall prepare a plan showing the proposed sewer lateral location(s) to be constructed in the public right-of-way. The plan shall show the depth and location of the main where the connection is proposed and the depth and location of the clean-out adjacent to the property line.
- 5) **Certificate of Insurance** - Submit a certificate of insurance to the office of the Risk Manager which meets City requirements. This insurance must be maintained for the duration of the project. See form titled "Insurance Requirements".
- 6) **Security Deposit** – A security deposit will be held for the duration of the work to guarantee repair and/or replacement of any public improvements damaged during work initiated by this permit. The actual amount will be calculated by staff upon application for the permit. The surety will need to be submitted prior to issuance of the permit.

If the work can be completed within 90 days, then the security deposit can be in the form of a **Cashier's Check** from a local bank in favor of the *City of San Jose* with no expiration date imprinted on the check. Otherwise, the security deposit shall be in the form of a **Certificate of Deposit**. See the Certificate of Deposit guidelines for instructions.



SEWER LATERAL PERMIT (SANITARY/STORM)

Department of Public Works, Development Services
200 East Santa Clara Street, San Jose, CA 95113
<http://www.sanjoseca.gov/publicworks/tds>
(408) 535-7802

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- 7) **Fees** – Submit permit fees according to the “Public Works Permit Fees” fee schedule, and pay any Sewage Treatment Plant (STP), Sanitary Area and Storm Area fees that are due.
 - 8) **Application Submittal** – Submit a completed application, along with the previously mentioned items to the address listed at the top of this form.