



SANITARY SEWER PERMIT CHECKLIST

Sanitary District No. 2
300 Tamalpais Drive, Corte Madera, CA 94925
pwcounter@tcmmail.org | www.townofcortemadera.org
PHONE: (415) 927-5057 | FAX: (415) 927-5039

Why Do I Need This Permit?

A **Sanitary Sewer Permit** is required for all installation, modification, and repair of sanitary sewer mains and laterals located within the boundary of Sanitary District No. 2 (SD2). This includes work on sewer laterals located in and serving a private property.

Purpose of Permit

Sanitary District Resolution No. 94-4 states that persons desiring to perform any work on the SD2 sewer system, whether it be a private sewer lateral or a District-owned sewer main, must obtain written authorization in the form of a Sanitary Sewer Permit from SD2.

The Sanitary Sewer Permit allows the District to regulate additions or modifications to its system to ensure that all work will be in conformance with appropriate standards. Listed below are typical sewer installation and repair activities that require a sanitary sewer permit, and each of these will have their own particular requirements and conditions that will be determined at the time of permit issuance.

- Repair of existing private sewer lateral or main
- Installation of new private sewer lateral or main
- Repair of existing public sewer main
- Installation or extension of new public sewer main

A Sanitary Sewer Permit is not required to test or inspect an existing private sewer lateral or main. However, if it is found that repairs will be necessary based on the test findings, then a permit for those repairs must be obtained from the District.

Permit Application Requirements

To obtain a Sanitary Sewer Permit, an application form must be completed and submitted to SD 2, accompanied by the following information:

- Completed application form.
- Full description of the proposed work or activity. Note that the scope of your permit will not be extended beyond that which is described in your application.
- Three (3) copies of a sanitary sewer plan showing the proposed work. At a minimum, the plan must include the following:
 - Locations of existing property lines and easements that affect the work.
 - Footprints of existing or planned structures affecting the work.
 - Locations and inverts of existing District sewer mains adjacent to the work.
 - Location of proposed repair or alignment of new installation.
 - Pipe material, diameter, slope, and invert elevations for all proposed sewer mains and laterals.
 - Locations and details for proposed clean-outs, manholes, and/or rodding inlets.
 - References to District standard details, where appropriate.

- Appropriate hydraulics calculations, if requested by the District.
- For work involving a new grease interceptor: the sizing criteria, model information, and proposed cleaning schedule.
- For work involving a new main extension on private property: proposed easement location, and acceptance by affected property owners.

The District's standard specifications and details provide guidelines for design criteria to be used in preparing the sewer plan outlined above. In particular, there are lists of acceptable pipe materials for use in the District, and details for clean-outs and trench sections. This document is available for review from the District office.

Permit Issuance and Inspection

Once the District receives the required application and supplementary materials, a review will be performed to ensure that the work conforms to District requirements. Additions or modifications may be required to bring the proposed work into compliance. Specific conditions may also be generated for the project to cover special circumstances affecting the work.

A permit fee will be charged based upon the scope of the work stated in the application. This fee must be paid prior to the permit being issued.

Inspections by the District will be required during construction. Typically this involves a single inspection prior to trench backfill to review the completed installation or repair of the pipe and witness a pressure test of the system. Following this inspection, the permit will be approved and the work accepted.

NOTE: This publication is intended to be an informal means of informing the public about a District process. Although it is assumed the information provided is accurate, the document is not intended to create any sort of legal obligation on the District's part. The actual process is governed by District regulations and procedures, and the reader should make specific inquiry to the District for specific cases.

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