

CITY OF FONTANA

HANDBOOK ON CITY SEWER CONNECTION APPLICATION FOR SINGLE FAMILY RESIDENTIAL

GENERAL INFORMATION

The sewage from a building is carried through the building's sewer pipe to the property line. At the property line, the building's sewer pipe is connected to a lateral connection (also known as a service connection or house connection). For residential properties, the house connection is at least a 4-inch lateral.

The City requires property owners and developers to obtain a permit for a new connection to the City's sewer system or the repair of an existing connection.

When a properly installed lateral connection exists to the property, a completed City Sewer Connection Application form is required to be completed and submitted with the Engineering Department. At the Engineering Section of the Development Services front counter at City Hall, an attendee will complete the City Sewer Connection Application for the project location. This completed form must be taken to the Building and Safety Section in order to receive a Connection to Sewer Building Permit.

Once the City Sewer Connection Application is completed, if it is determined that a lateral connection does not exist or was not installed properly, the Engineering Department will issue a Sewer Connection Construction Permit. However, additional applications will be required. Please visit the Development Services Engineering front counter at City Hall for all appropriate documentation.

All applicable fees and appropriate documentation must be submitted before any permits are issued.

GENERAL CONDITIONS OR REQUIREMENTS

Coverage of the Connection to Sewer Building Permit includes construction and minor on-site trenching, where an existing lateral connection reaches at least beyond the curb and gutter of the property.

If a lateral connection does not exist, or the existing connection does not reach beyond the curb and gutter, an Off-Site Improvement Plan Check Submittal will be required, an Excavation and Traffic Control Permit Application, and appropriate plans must be submitted, reviewed, and approved by the Engineering Department prior to a permit being issued.

Each lateral connection scenario above is depicted and attached in Figure 1 on page 5. The lateral connections shall use the City of Fontana Standard Plan No's. 2005-2008 depending on the type of lateral connection required for construction.

Whenever temporary traffic control is necessary to maintain safe crossings for vehicle and pedestrian traffic in all street intersections, alleys, and private driveways while the project is in progress, an additional "Excavation and Traffic Control Permit" Application must be submitted.

Upon issuance of the permit, the permittee shall notify the Inspection Section at least 2 working days in advance of commencing any work at **(909) 350-7693**. Permitted work will be subject to a pre-construction meeting as determined by the Public Works Inspectors; this meeting must take place before the start of any work. No work is to be done on the weekends unless an overtime inspection has been scheduled.

A licensed bonded contractor is required to perform any work in the Public Right of Way and must obtain the permit for construction.

It is the responsibility of the permittee to notify emergency services, local agencies, and/or residents that will be affected by the permitted work.

REQUIRED SUBMITTALS

1. Copy of Contractor's license, classifications A and/or appropriate C only
2. Proof of General Liability Insurance (Minimum \$1,000,000 Limit) and Workers Compensation Insurance (Minimum \$1,000,000)
3. Obtain or have a City of Fontana Business License on file
4. If a lateral connection exists beyond the curb and gutter of the property (refer to attached Figure 1.A):
 - a. Completion of the City Sewer Connection Application with engineering
 - b. Connection to Sewer Building Permit Application from the Building and Safety Division
 - c. Sewer Video (see Question 4 on page 4 for more information)
5. If a lateral connection does not exist (refer to attached Figure 1.B), or the existing lateral connection does not extend beyond the curb and gutter of the property (refer to attached Figure 1.C):
 - a. Completion of the City Sewer Connection Application
 - b. Off-Site Improvement Plan Check Submittal Form. Additionally:
 - i. Cost Estimate of Project
 - ii. Cash or Surety Bond (required regardless of project cost)
 - c. Sewer Video (see Question 4 on page 4 for more information)

OTHER POTENTIAL REQUIREMENTS

1. Excavation and Traffic Control Application
 - a. When temporary traffic control is necessary to maintain safe crossings for vehicle and pedestrian traffic in all street intersections, alleys, and private driveways while the project is in progress or deemed necessary by a public works inspector.
2. **Additional paving limits may be required based on the amount of removals that are required. Prior to construction have a clear understanding of the limits of work for the paving requirements from your Public Works Inspector.**

FREQUENTLY ASKED QUESTIONS

1. *How long does it take to get one?*

If a lateral connection exists on the property and extends beyond the curb and gutter, the Connection to Sewer Building Permit may be issued in 1 to 3 days once all documentation is ready and all applicable fees are paid.

If a lateral connection does not exist, or the existing lateral does not reach beyond the curb and gutter, additional applications and applicable plans must be submitted. Plan review can take up to 4 weeks. Permits are issued once the plans are approved, all documentation is ready, and all applicable fees are paid.

2. *How long is the permit valid?*

For single family residential, non-development driven projects, both the Connection to Sewer Building Permit and the Sewer Connection Construction Permit shall remain active for a period of 1 year from issuance. If the building or work authorized is not commenced within 1 year from the date of issuance, the permits will expire. If the building or work authorized is suspended or abandoned at any time after the work is commenced for a period of 180 days, the permits will expire. Once expired, the permits will need to be reissued and an additional processing fee will apply.

3. *What is a violation?*

Any persons attempting to connect to the sewer that are made without proper permits are illegal. A violation occurs when a connection is made without paying the applicable sewer fees and performing any work in the Public Right of Way. Connection to another building connection is illegal.

Without paying the applicable fees and obtaining the appropriate permit(s). Temporary traffic control not installed when necessary or required by the Public Works inspector, or traffic control is installed or maintained incorrectly.

Performing any work without first participating in a pre-construction meeting with a Public Works inspector even if a permit was issued. Your project will be subject to being shut down until proper notification and compliance is met. Any work completed is subject to removal at the cost of the homeowner, and additional fees shall apply.

4. *Is the submittal of a sewer video required?*

Yes. The sewer video shall include the lateral segment from the house to the clean-out, the clean-out connection, and the lateral segment from the clean-out to the main line. Clearly show on the video the house and the address in the video. The applicant shall provide a copy of the video on DVD or flash drive to the Public Works inspector prior to final paving. **The video shall be clear and executed by a qualified contractor, proficient in providing this service.** If removal and replacement of any utility is required, a subsequent video of the repair will be required.

FEES, CANCELLATIONS, AND REFUNDS

APPLICABLE FEES

Table 1: Engineering Fees for Sewer Connection Permits.

Sewer Expansion:	
Construction of Building Prior to July 1, 1979	No Fee
Construction of Building After July 1, 1979	Refer to Engineering Section of the Development Fees for Current Fee
Sewer Connection Master	\$876.61 per unit
Sewer Connection Permit	\$25.00
Lateral (fair share):	
Constructed Before 1990	\$900.00
Constructed After 1990	\$2,500.00
Other	Specified on Drawing
Extra Territorial	Calculated by Engineering Department; Additional application required
Off-Site Construction/Inspection Permits – Processing Fee	\$41.00

CANCELLATIONS AND REFUNDS

Both the Sewer Connection Construction Permit and the Sewer Connection Building Permit may be cancelled by the permittee prior to the start of construction work. The Sewer Expansion, Master Connection, Connection Permit, Lateral, and Extra Territorial fees are not refundable.

PER CITY STANDARD
No's. 2005-2007

PER CITY STANDARD
No's. 2005-2008

PER CITY STANDARD No's.
2005-2007

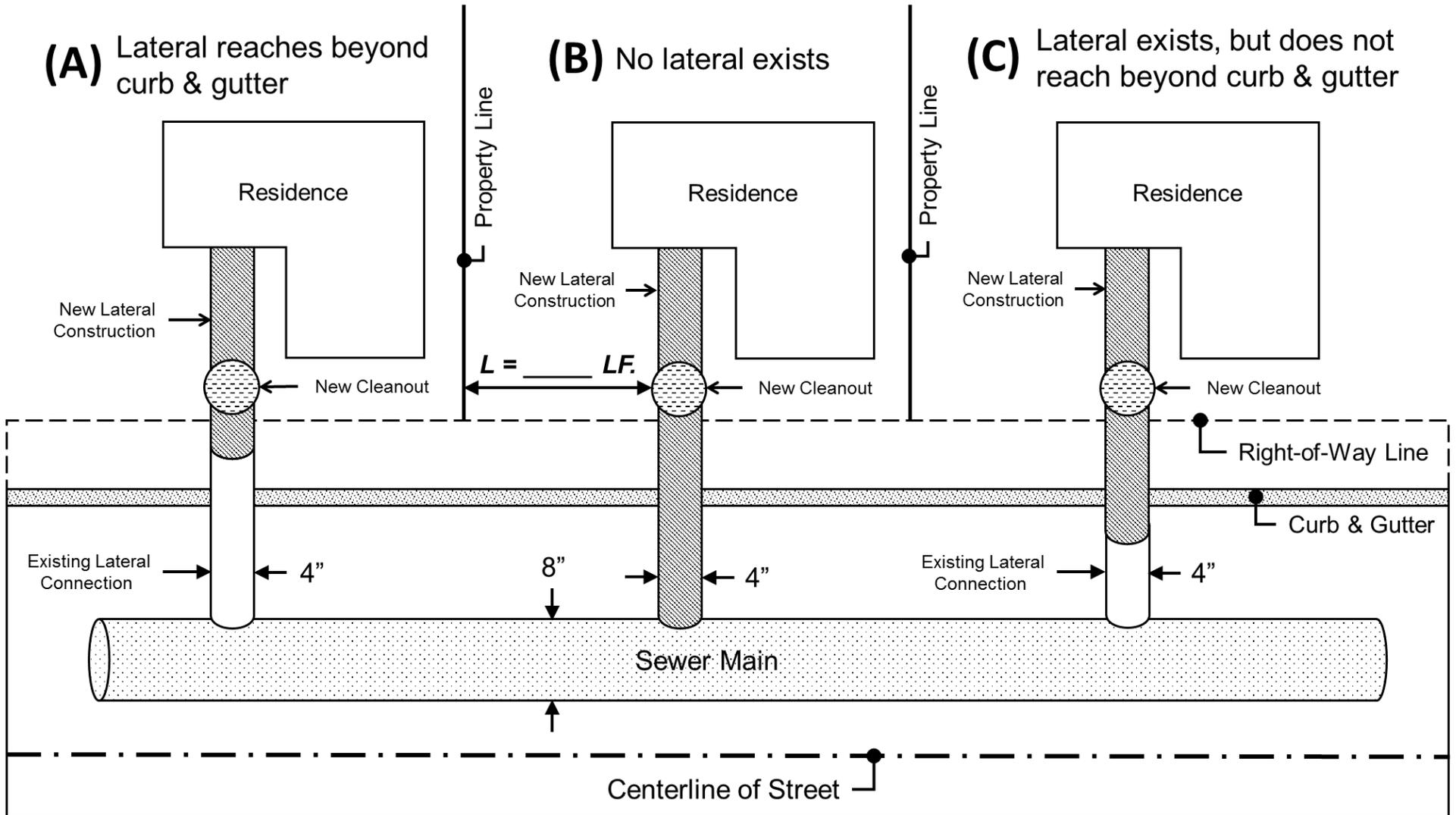


Figure 1: Lateral Connection Scenarios



THIS FORM REQUIRED FOR BUILDING & SAFETY PERMIT

(EXAMPLE)

City Sewer Connection Application

Owner Name: John Doe
Property Location/
Site Address: 8353 Sierra Avenue

APN: 019203123

Within City Limits: **YES** NO
(circle one)

If NO: Is there an Irrevocable Annexation Agreement on file: Yes No
If Yes: Provide Case Number: _____
Approval Date (Required): _____

Fees Associated with Sewer Connection:	
Sewer Expansion: (IEUA or Rialto)	\$ 6,309.00
Sewer Master Connection:	\$ 876.61
Sewer Connection Permit:	\$ 25.00
Lateral (fair share):	\$ 2,449.00
<input type="checkbox"/> Pre 1990: \$900.00	
<input type="checkbox"/> Post 1990: \$2,500.00	
<input checked="" type="checkbox"/> Other: Specified by DWG	
DWG#: 1234-5	
<input type="checkbox"/> No Fee per ROW Dedication	
Extra Territorial:	\$ 0
Special Assessment Area: [i.e., Highland Haven, Cypress, etc.]	\$ N/A
Deposit; if applicable:	\$ N/A
Total Connection Fees:	\$ 9359.61

This property has met all ENG/Land Development Requirements for Building Permit Issuance

- ◆ Revised Plans/Construction Permit Approved
- ◆ Active Sewer Line
- ◆ CIP Project Approved/Acceptance

Engineering Staff Initial: JD

Date: 03/06/2017

Special Notes: Plan# 1234



THIS FORM REQUIRED FOR BUILDING & SAFETY PERMIT

City Sewer Connection Application

Owner Name: _____
Property Location/ Site Address: _____

APN: _____

Within City Limits: YES NO
 (circle one)

If NO: Is there an Irrevocable Annexation Agreement on file: Yes No
 If Yes: Provide Case Number: _____
 Approval Date (Required): _____

Fees Associated with Sewer Connection:	
Sewer Expansion: (IEUA or Rialto)	\$
Sewer Master Connection:	\$
Sewer Connection Permit:	\$
Lateral (fair share):	\$
<input type="checkbox"/> Pre 1990: \$900.00	
<input type="checkbox"/> Post 1990: \$2,500.00	
<input type="checkbox"/> Other: Specified by DWG	
DWG#:	
<input type="checkbox"/> No Fee per ROW Dedication	
Extra Territorial:	\$
Special Assessment Area: [i.e., Highland Haven, Cypress, etc.]	\$
Deposit; if applicable:	\$
Total Connection Fees:	\$

This property has met all ENG/Land Development Requirements for Building Permit Issuance

- ◆ Revised Plans/Construction Permit Approved
- ◆ Active Sewer Line
- ◆ CIP Project Approved/Acceptance

L/D Staff Initial: _____

Special Notes: _____

Date: _____