



## **CITY OF FONTANA**

### **Department of Engineering**

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# **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. For all apartment and commercial properties, the service connection is at least a 6-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 on the property, the Department of Building and Safety issues the Connection to Sewer Building Permit with the submittal of a completed City Sewer Connection Application from the Department of Engineering. At the Department of Engineering of the Development Services Organization 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 Department of Building and Safety 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 Department of Engineering will issue a Sewer Connection Construction Permit. However, additional applications will be required. Please visit the Development Services Organization 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 REQUIREMENT**

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 Form, an Utility Permit Application, and appropriate plans must be submitted, reviewed, and approved by the Department of Engineering.

Each lateral connection scenario above is depicted in Figure 1 on page 5.

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 "Utility Permit Application" must be submitted.

Upon issuance of the permit, the permittee shall notify the Inspection Section at least 2 days in advance of commencing any work at (909) 350-7610. 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.

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

### **EXCEPTIONS:**

Any deviations shall be approved in writing by the City Engineer.

### **REQUIRED SUBMITTALS:**

1. If a lateral connection exists beyond the curb and gutter of the property (refer to Figure 1 (A)):
  - a. Completion of the City Sewer Connection Application
  - b. Connection to Sewer Building Permit Application from the Department of Building and Safety
  - c. Sewer Video (see Question 4 on page 4 for more information)
2. If a lateral connection does not exist (refer to Figure 1 (B)), or the existing lateral connection does not extend beyond the curb and gutter of the property (refer to Figure 1 (C)):
  - a. Completion of the City Sewer Connection Application
  - b. Off-Site Improvement Plan Check Submittal Form. Additionally:
    - i. Cost Estimate – Exhibit "A" of project
    - ii. Land Improvement Agreement

- iii. 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. Utility Permit 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.

## **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 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. 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 one year. If the building or work authorized is not commenced within one 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 one year, 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?*

Connections 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.

Connection to another building connection is illegal. Connection to a maintenance hole is prohibited unless approved by the City Engineer.

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.

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

Yes. All sewers shall be video inspected by applicant/contractor. Sewer video shall include clean-out connection, clean-out to lateral segment, lateral, and main line. Contractor performing the video inspection must have a NASSCO PACP, LACP, and MACP certification. Applicant shall provide a copy of the video on DVD or flash drive to inspection staff with an accompanying full report. Videos to be inspected and approved by City Public Works Inspector. If removal and replacement of any utility is required, a subsequent video of the repair will be required.

## **FEES, CANCELLATIONS, AND REFUNDS**

### **APPLICABLE FEES:**

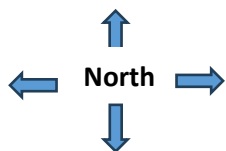
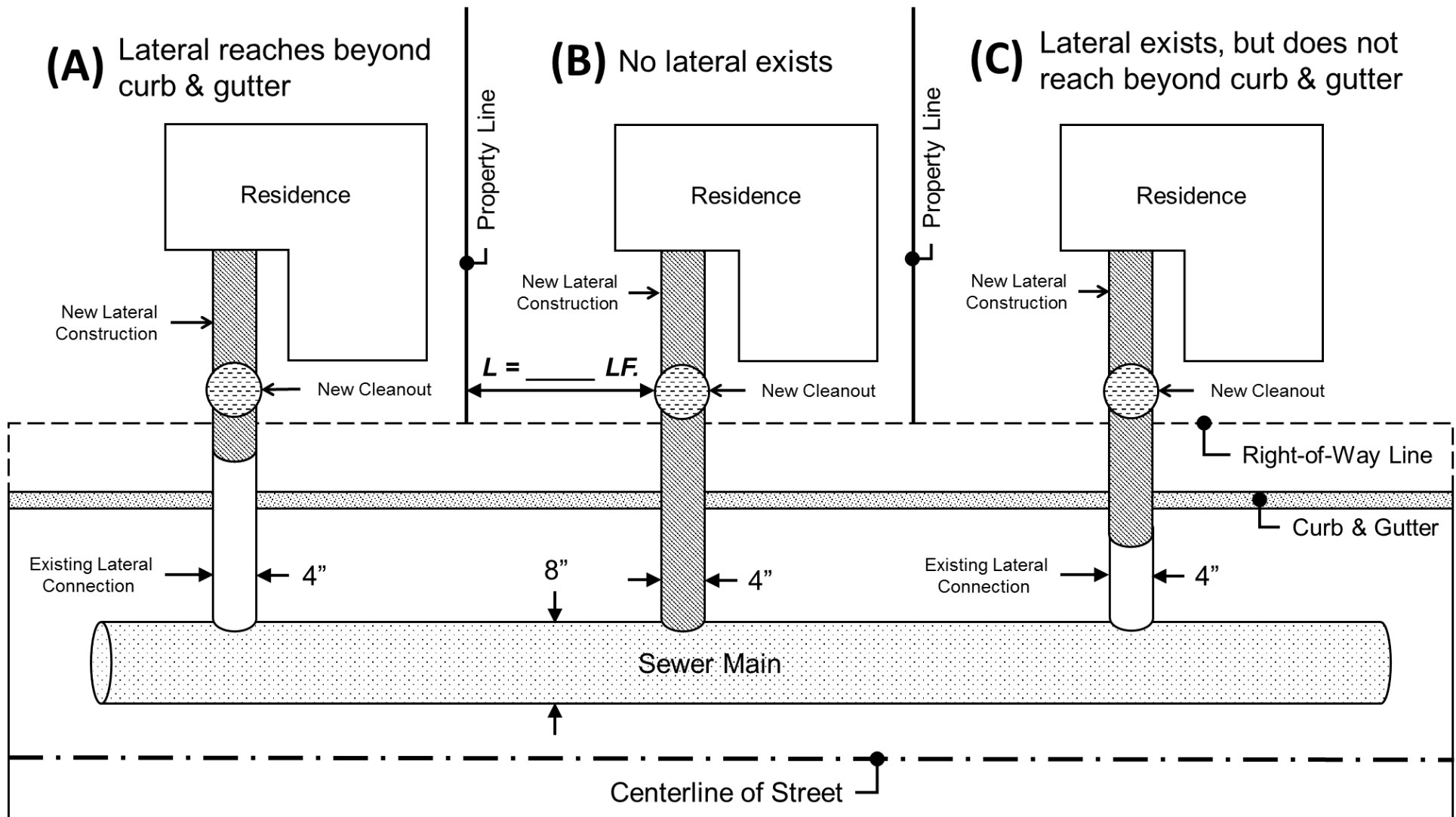
Table 1: Engineering Fees for Sewer Connection Permits

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	\$1,023.00 per unit
Sewer Connection Permit	\$25.00
Lateral (fair share):	
Constructed Before 1990	\$900.00
Constructed After 1990	\$2,625.00
Other	Specified on Drawing
Extra Territorial	Calculated by Engineering Department; Additional application required
Off-Site Construction/Inspection Permits – Processing Fee	\$45.00
Computer Software and Hardware of Permitting Program	5% of all plan check fees

### **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.

**(SAMPLE)** Figure 1: Lateral Connection Scenarios



Please Circle What Direction Is North



**THIS FORM REQUIRED FOR BUILDING & SAFETY PERMIT**

**(SAMPLE) 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)	\$ <b>8,132.00</b>
Sewer Master Connection:	\$ <b>1023.00</b>
Sewer Connection Permit:	\$ <b>25.00</b>
Lateral (fair share):	\$ <b>2,449.00</b>
<input type="checkbox"/> Pre 1990: \$900.00	
<input type="checkbox"/> Post 1990: \$2,625.00	
<input checked="" type="checkbox"/> Other: Specified by DWG	
DWG#: <b>1234-5</b>	
<input type="checkbox"/> No Fee per ROW Dedication	
Extra Territorial:	\$ <b>0</b>
Special Assessment Area: [i.e., Highland Haven, Cypress, etc.]	\$ <b>N/A</b>
Deposit; if applicable:	\$ <b>N/A</b>
<b>Total Connection Fees:</b>	\$ <b>11,629.00</b>

☒ **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: JD

Date: 03/06/2017

Special Notes: City sewer drawing no. 1234

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