

**CITY OF SAN BERNARDINO MUNICIPAL WATER DEPARTMENT
ENVIRONMENTAL CONTROL SECTION**

399 CHANDLER PLACE, SAN BERNARDINO, CA 92408
OFFICE (909) 384-5383 - FAX (909) 384-5258
www.sbcitywater.org



To: All New Construction and Tenant Improvements

From: Andy Coady, Environmental Control Officer

Subject: **COMMERCIAL AND INDUSTRIAL PLAN CHECK PROCEDURES**

The City of San Bernardino Municipal Water Department (SBMWD) Environmental Control Section (EC Section) regulates wastewater discharged from the City of Highland, Loma Linda and San Bernardino to the SBMWD Water Reclamation Plant (WRP). The EC Section has developed this plan check list to assist both commercial and industrial construction projects through the EC Section's Plan Check process.

- Contact the Planning and Building Departments for the city which the project is located. Each city requires specific procedures before the EC Section is notified.
- Meet with the EC Section staff to discuss and review the project. During this meeting the EC Section's application, pretreatment and monitoring requirements will be presented.
- Complete and submit to the EC Section, any required Food Service or Industrial User Applications.
- Based on the information provided on the application, the EC Section shall determine the pretreatment requirements, if any, for the project. The EC Section will then complete the Plan Check Authorization Form stating requirements met or revisions.
- Submit plans which include the pretreatment and monitoring requirements, for review by the EC Section. The EC Section shall review and either approve the plans as submitted or require revisions.
- The applicant must obtain approval from all of the specific city departments involved in the plan check process before final approval for construction is given. The EC Section requires all rough plumbing, pretreatment and monitoring equipment be inspected prior to any back filling. The job site superintendent is responsible for requesting an on-site inspection by the EC Section, preferably with 24 hours prior notice.
- After all the rough plumbing pretreatment and monitoring devices have been installed as required by the EC Section, backfilling may be completed.

All EC Section requirements and conditions shall be documented on the EC Section's "*PLAN CHECK AUTHORIZATION FORM*," with a copy provided to the applicant.

For additional information, please contact a member of the EC Section staff at (909) 384-5383. Thank you for your cooperation.