

**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: **ALL GOVERNMENT ENTITIES/AGENCY PLAN CHECK PROTOCOL**

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 City's sewers and SBMWD Water Reclamation Plant (WRP). The EC Section has developed this plan check list to assist all Government Entities/Agency construction projects through the EC Section's Plan Check process.

- Notify the EC Section of the planned or anticipated project.
- Meet with EC Section staff to discuss and review the project. During this meeting the EC Section's pretreatment requirements will be presented.
- Complete and submit to the EC Section, any required Industrial User Applications or Food Service Permit Application.
- Based on the information provided on the Industrial User Application/Food Service Permit Application, the EC Section shall determine the pretreatment requirements, if any, for the project.
- Submit plans which include the pretreatment, for review by the EC Section. The EC Section shall review and either approve the plans as submitted or require revisions.
- Upon the EC Section's approval of plans, the installation of any pretreatment can commence. Any pretreatment and associated rough plumbing requires an on-site inspection by the EC Section, prior to any backfilling. The job site superintendent is responsible for requesting an on-site inspection by the EC Section, preferably with 24 hours prior notice.
- Once all pretreatment and rough plumbing has been installed as required by the EC Section, may backfilling occur.

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.

If you have any questions or require additional information, please contact any member of the EC Section staff at (909) 384-5383. Thank you for your cooperation.