

**CITY OF SAN BERNARDINO MUNICIPAL WATER DEPARTMENT**  
**1350 South "E" Street**  
**San Bernardino, CA 92408**  
**P.O. Box 710, 92402**

**RULE AND REGULATION NO. 25**  
**CONNECTION WITH SANITARY SEWER COLLECTION SYSTEM AND ASSOCIATED**  
**FEES/CHARGES**

**1.0 SEWER CONNECTION APPLICATION**

**1.1 Applicability**

This Rule and Regulation shall apply to all users of the SBMWD (or "City's") Collection System and those persons who desire to utilize such system. It includes all users within the City, and to users outside the City who are, by permit, contract, or agreement with the City, users of the City's Collection System.

**1.2 Connection Requirements**

- A. The owner of any property used for human occupancy, employment, recreation, or other purposes situated within the SBMWD service area may be required to connect the property directly to the City Collection System. At no time shall any person occupy a house or any other structure in the City, unless such structure is properly connected to the City Collection System or a waiver exists as identified herein.
- B. The SBMWD may waive or modify the Collection System connection requirements where one or more of the following conditions exist:
- (1) The proposed single family residential development will be constructed on property larger than one-half acre, or the proposed commercial/industrial development will generate less than 200 gallons of domestic sewage per day (based on fifteen (15) gallons of sewage per day per employee); there is a natural obstruction that prevents the property from being connected to the City Collection System.
  - (2) The proposed development is an expansion, is less than 25% in area of the existing structure and does not exceed one thousand (1,000) square feet.
  - (3) The proposed development will not generate any sewage.

- (4) The existing premise is already served by a satisfactorily functioning and properly permitted septic system. Such waiver or modification shall be permitted to continue until the septic system for such premise fails.
- C. A waiver to connect to the City Collection System shall not be construed as approval for the installation of a septic tank. Permits for construction of septic tanks shall be subject to the Santa Ana Regional Water Quality Control Board, San Bernardino County Department of Environmental Health, and City of San Bernardino environmental review and approval processes. All waivers shall be considered temporary. The sewer connection waiver requires the property owner to waive all future property rights protesting the formation of a sewer assessment district which encompasses the property.
- D. A connection permit is required before any person is authorized to connect and discharge any wastewater to the City Collection System. The connection permit authorizes the person to physically connect the property to the City Collection System. The connection permit is separate and distinct from the Industrial User discharge permit required which is required of Class I-V users.
- E. Connection permits shall be issued by the SBMWD Engineering Section in accordance with applicable regulations which describe the permit conditions, required construction specifications, and the corresponding fees for the connection permit.
- F. Each property shall be connected to the City Collection System through a separate connection; unless the General Manager determines that a single connection will adequately protect the interests of the City. Individual connection permits are required for each separate connection.
- G. The property owner is required to seal all sewer connections upon abandonment of the property to prevent wastewater flow to the City Collection System.
- H. No private sewer lateral shall be joined to the City Collection System unless the private sewer lateral is entirely located on the lot on which the building or structure is located unless it is impossible or

impractical to make such connection. If a lot or parcel of land requiring a private sewer lateral is so situated that access to the City Collection System is not possible except across some other lot or parcel of land, a private sewer lateral may be constructed across some other lot or parcel of land. The application for the connection permit shall be accompanied by a recorded easement executed by the owner of the lot or parcel of land across which access is required. The issuance of a permit to construct a private sewer lateral across another lot or parcel of land shall not in any manner constitute an approval of the easement.

- I. If an extension of the City Sewer Collection System is required through private property, an easement by separate instrument will be required. The applicant shall have a California-licensed Civil Engineer or Land Surveyor prepare the required easement documents for the Water Department's review and approval. This will also require the applicant to pay the \$1,180.00 Easement by Separate Instrument application fee listed within the fee table of this Rule & Regulation No. 25. An easement example is available on SBMWD's website within the Engineering Standards webpage.

### **1.3 Sewer Connection Application Requirement**

It is unlawful for any person to connect any property with any public sewer without filing an application for and obtaining a connection permit from the SBMWD, and, concurrently with the application for the permit, pay to the SBMWD the required inspection, connection, and capacity charges.

### **1.4 Application Form**

Any person desiring a permit under this Chapter shall present a written application to the SBMWD setting forth the following:

- A. The name and address of the applicant.
- B. The tract number if the permit is for a subdivision approved pursuant to the Subdivision Map Act.
- C. A drawing showing the location where the connection is to be made.

D. The applicant shall submit and complete a Sewer Service Application Request for Information as included as Exhibit A.

**1.5 Process Flow Chart**

The information presented in the Application Form (Exhibit A from Paragraph 1.4) shall be evaluated with the flow chart in Exhibit B to determine the appropriate jurisdiction and connection fees.

**2.0 CONSTRUCTION OF COLLECTION SYSTEM EXTENSION**

Information regarding the extension of the existing collection system may be found in Rule and Regulation No. 20.

**3.0 SEWER COLLECTION SYSTEM FEES**

**3.1 Application Fees and Related Charges**

The necessary fees and charges for the implementation of a new connection are identified in Exhibit A. These fees and charges include the following:

- A. Sewer Service Application Fee;
- B. Outside City Sewer Service Permit Application Fee;
- C. Sewer Lateral Repair Fee;
- D. Sewer Lateral Permit Inspection Fee;
- E. Sewer Main Extension Plan Check Fee;
- F. Sewer Main Extension Inspection Fee;
- G. Collection Capacity Charge;
  - a. Residential
  - b. Mobile Homes
  - c. Motels and Hotels
  - d. Commercial, Institutional; and Industrial
- H. Treatment Capacity Charge;
- I. Easement by Separate Instrument (if required)

**3.2 Sewer Service Application Fee**

The Sewer Service Application will be accompanied by an application fee. The amount of the application fee shall depend on whether or not the sewer service is within the City limits as set forth in Exhibit A.

**3.3 Sewer Lateral Inspection Fee**

Each application for a permit shall be accompanied by an inspection fee which shall be established by resolution of the Water Board.

**3.4 Collection Capacity Charge**

A Collection Capacity Charge shall be required for each new sewer service application. The charge shall be based on land use type: residential (per bedroom); mobile home (per home); motel and hotel (per unit); and commercial/institutional/industrial (per square foot).

**3.5 Treatment Capacity Charge**

Each application for a permit to connect any property with the Collection System, in addition to all other fees, shall be accompanied by a Treatment Capacity Charge designated for construction and improvement of wastewater treatment facilities, to provide additional capacity to meet increased demand. The charge shall be deposited in the Sewer Treatment Fund of the SBMWD (or as amended), in an amount established by resolution of the Water Board.

**3.6 Application of Pro Rata Fees**

The fees/charges imposed in this Rule and Regulation shall also apply pro rata to any alteration or addition resulting in an additional dwelling unit in a hotel or motel, but shall not apply to alterations or additions to single-family residences. The connection fees imposed by Rule and Regulation No. 5 shall also apply pro rata to any alteration or addition to any commercial, institutional, or industrial development requiring a new building permit for additional area, whether or not there are sewer facilities in the addition or enlargement.

**4.0 SEWER CONNECTION IMPLEMENTATION**

**4.1 Compliance with SBMWD Specifications**

All installations of private sewer laterals shall comply with the provisions and requirements of the current standard specifications of the SBMWD on file in the offices of SBMWD's Engineering section, as related to the construction of sanitary sewers.

**4.2 Inspections**

Every person doing work under this Rule and Regulation shall cause all work to be inspected by the Water Department before pipe is covered by backfill. The Water Department's Engineering Section shall be notified two business day in advance of the time the inspection is required. Any work completed without such inspection shall not be accepted.

Inspections include but are not limited to the following:

- A. Obtain all necessary permits/approvals from City Public Works including street cut permit. The number of the street cutting permit obtained in accordance with Ordinance 1879 (Chapter 12.04) shall be provided.
- B. Sewer Lateral Inspections: Inspection of new lateral connections.
- C. Sewer Lateral Repair Inspections: Inspection of any required repairs to lateral connections.
- D. Sewer Main Extension Inspections: Inspection entail review and investigation of the extension of an existing sewer main to be accepted by SBMWD as set forth in Rule and Regulation 20.

Approved by Water Board: April 11, 2023  
Effective: July 1, 2023  
Supersedes: July 1, 2021



**SEWER SERVICE APPLICATION  
REQUEST FOR INFORMATION  
Water Utility Engineering  
San Bernardino Municipal Water Department**

<b>SBMWD USE ONLY</b>
Assigned to: _____
By: _____
Please complete by: _____
Eng WF# _____
EPM Tracking# _____
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SERVICE/REQUEST FEASIBLE
<input type="checkbox"/> Yes <input type="checkbox"/> No

- Date of the Request: \_\_\_\_\_
- Project Title: \_\_\_\_\_
- Address of Property to be Served: \_\_\_\_\_

**PROJECT INFORMATION:**

Number of Lots/Units: \_\_\_\_\_ Gross Acres: \_\_\_\_\_ Number of Services: \_\_\_\_\_  
 Commercial  Industrial  Residential

**APPLICANT INFORMATION:**

- Name of Applicant: \_\_\_\_\_
  - Contact Name: \_\_\_\_\_ Contact Phone: (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_
  - Mailing Address: \_\_\_\_\_
  - Phone: \_\_\_\_\_ Fax: \_\_\_\_\_
  - E-mail: \_\_\_\_\_
  - Assessor's Parcel Number of Parcel to be Served: \_\_\_\_\_
- Is this property served by a well or other source of water?     Yes     No
- Does Parcel Currently have a Water Service through SBMWD?     Yes     No     Don't know
- If Yes, SBMWD Account No. \_\_\_\_\_

**PROPERTY OWNER INFORMATION:**

- Name of Property Owner: \_\_\_\_\_
- Address of Property Owner: \_\_\_\_\_
- Phone Number of Property Owner: (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_

**CONTRACTOR INFORMATION:**

- Name of Contractor: \_\_\_\_\_
- Address of Contractor: \_\_\_\_\_
- Phone Number of Contractor: (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_



(CONTINUED)

**TYPE OF REQUEST\*:**

**CATEGORY (check all that apply):**

- \*\* Request Sewer Collection Main Extension
- \*\* Application for a New Sewer Service Connection
- Application to repair an Existing Sewer Service Connection
- Sewer Capacity Fee (Plan Submittal Required for Commercial / Industrial Use)
- Other: \_\_\_\_\_

\*\*Plan Submittal Required

Required Permits: Have the required permits been acquired from the authorizing agency?

- Lane Closure (City of San Bernardino) Yes \_\_\_\_\_ No \_\_\_\_\_ Receipt No. \_\_\_\_\_
- Encroachment (City of San Bernardino) Yes \_\_\_\_\_ No \_\_\_\_\_ Receipt No. \_\_\_\_\_
- Excavation (City of San Bernardino) Yes \_\_\_\_\_ No \_\_\_\_\_ Receipt No. \_\_\_\_\_
  - Is the excavation depth greater than 5-foot, Yes \_\_\_\_\_ No \_\_\_\_\_
- San Bernardino County Yes \_\_\_\_\_ No \_\_\_\_\_ Receipt No. \_\_\_\_\_
- Other (Explain) \_\_\_\_\_

**\*A nonrefundable fee will be required to process all requests as listed in the schedule of fees below. Applicants shall fill out this form and submit payment to: SBMWD Customer Service at 1350 South "E" Street, San Bernardino, CA 92408. Upon receipt of payment, customer service shall issue a work order to SBMWD Engineering to initiate processing of the application. SBMWD will not process any request(s) without receipt of payment and confirmation of same by SBMWD Customer Service**

- What is the intended use of the information being requested?  
\_\_\_\_\_

- Please indicate a desired media:

- Hard copy     Computer file (CD Rom)     Email electronic copy

**APPLICATION FEES**

APPLICATION CATEGORY	FEE
Sewer Service Application Fee	\$180.00
Outside City Sewer Service Permit Application Fee	\$1,125.00
Easement by Separate Instrument	\$1,180.00

**POTENTIAL CHARGES (TO BE DETERMINED BY ENGINEERING)**

MISC SERVICE CHARGE	FEE	MISC SERVICE CHARGE	FEE
Sewer Lateral Repair Inspection Fee	\$130.00	Mobile Homes Collection Capacity Charge	\$420.00/ Mobile Home
Sewer Lateral Permit Inspection Fee	\$415.00	Motel and Hotels Collection Capacity Charge	\$167.00/ Unit
Sewer Main Extension Plan Check Fee	TBD	Commercial, Institutional, and Industrial Collection Capacity Charge	\$330.00/ 3,000 Sq. ft.
Sewer Main Extension Inspection Fee	TBD	Residential Treatment Capacity Charge(Up to 3 units)	\$3,500 Per Dwelling Unit
Residential Collection Capacity Charge	\$420.00/ Bedroom	Sewer Treatment Capacity Charge (All Others)	TBD

Note: Payment for service is not a guarantee of service until service feasibility is verified by SBMWD. If a request is deemed infeasible, all fees shall be refunded to the Applicant except for nonrefundable application fee.