

# Information Sheet



## Plan Review - Remodels and Tenant Improvements Water Service

**Coastside County Water District**

Coastside County Water District's (District) jurisdiction covers the City of Half Moon Bay and the unincorporated areas of Moonridge, Miramar, El Granada, and Princeton. The District's jurisdiction also includes unincorporated areas along Highway 92 (San Mateo Road) terminating at Pilarcitos Creek Road. The planning authorities within the District's jurisdiction are the County of San Mateo and the City of Half Moon Bay.

Before a building permit is issued, the District must review construction plans to verify that the project complies with District regulations. The District will not begin its review of your project until all required submittals have been received.

### Required Submittals for New Construction

- ü A complete printed set of the most current building plans, as required and approved by the planning authority.
  - Architectural Drawings •Civil Drawings •Irrigation Drawings •Landscape Drawings
  - Mechanical Drawings •Plumbing Drawings •Structural Drawings •Fire Sprinkler Drawings
- ü Fire systems are a separate application (see fire system information sheet).
- ü Water Demand Worksheet (Fixture Unit Form)
- ü Water Use Efficiency Checklist
- ü Other submittals, as required:
  - Declaration of intention for use of well, if applicable
  - Letter of authorization from property owner if someone other than property owner is authorized to sign for submittals.

**Coastside County Water District**  
766 Main Street | Half Moon Bay CA 94019  
[www.coastsidewater.org](http://www.coastsidewater.org) | (650) 726-4405

## Pipeline Extensions, Subdivisions and Upgrades of the Water Distribution System

If your project requires an extension or upgrade to the existing water distribution system infrastructure, you are required to apply for a main-line extension. It takes a minimum of six months to review a pipeline extension project. You will be provided with the District's requirements during review by the District Engineer. A water service agreement is required.

### Approved Contractors

Any work that involves the District's distribution system infrastructure requires a properly licensed contractor with a valid "A" or "C34" license. A list of contractors is available from the District upon request. An inspection by District staff is required prior to backfilling the water service connection, pipeline extension, pipeline upgrade or fire hydrant installation.

### Final Inspection

A final inspection is required by the District after the project is complete and before occupancy.

### Charges and Fees

The District charges the applicant for the plan review, inspections, water meters, and installation. A cost estimate will be provided to the applicant with the plan approval documents. The cost estimate must be paid before the installation of the meter(s). If the actual costs are more than the estimate, the applicant will be billed for the outstanding balance after the final inspection.

### Backflow Requirement

If the project is required to have a backflow device, the water service will not be turned on or activated until an approved backflow device is installed and certified. The certification must be received by the District and be completed by a certified backflow tester. A list of approved certified backflow testers is available from the District upon request.

#### **When Planning Your Project, consider the items below:**

- Ø *Water services shall not be in the same trench as other utilities.*
- Ø *If fire service is required, each parcel (APN) must have its own fire service connection.*
- Ø *Each parcel (APN) must have its own water capacity and water service connection.*
- Ø *The fire service connection is separate from the domestic water service connection.*
- Ø *Be sure to show the location of the fire service connection, domestic water service connection and irrigation water service connection on the civil and landscape drawings.*
- Ø *All water services (meters) and fire hydrants must be in a public utility easement and accessible at all times to District staff. Do not place meters in driveways or parking areas.*