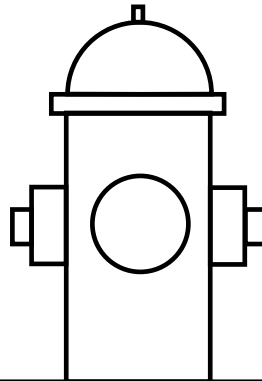


COUNTY *of* VENTURA

PUBLIC WORKS AGENCY
WATER AND SANITATION DEPARTMENT

VENTURA COUNTY WATERWORKS DISTRICT NO. 1, 16, 17, 19, AND 38
COUNTY SERVICE AREA NO. 29, 30, 34, AND CAMARILLO UTILITY ENTERPRISE

CONSTRUCTION PERMIT CUSTOMER FORMS AND PROCEDURES (APPLICATION)



Revision: 1
Revision Date: July 29, 2025

Construction Permit Application Instructions

A construction permit is a written permit that authorizes specific work proposed within District property, easement, or right of way for the purposes of constructing water and sewer improvements to District facilities. Proposed work must be constructed to District requirements, be maintainable, and may require agreements, licenses, or easements. Use of the word District refers to the applicable water and or sewer entity represented by the Ventura County Water and Sanitation Department, which includes the following: Ventura County Waterworks District Nos. 1, 16, 17, 19, and 38; County Service Area Nos. 29, 30, 34; and the Camarillo Utility Enterprise.

The following is a general overview of the procedure and items required to obtain a permit to construct water and sewer improvements for small development projects. Each project will differ and subsequently its permit process may accordingly differ. In general, the procedures below provide for the necessary information and guidance for those typical small development projects.

Please submit all the required document and forms via email to wsdevelop@venturacounty.gov or in person at the front office located at 6767 Spring Road, Moorpark, CA 93021. For questions or concerns, please contact the Engineering and Development at (805) 378-3000 extension 3 or send an email to wsdevelop@venturacounty.gov.

Use of the word District shall mean the applicable water and or sewer entity represented by the Ventura County Water and Sanitation Department, which includes the following:

- Ventura County Waterworks District No. 1, 16, 17, 19, and 38
- County Service Area No. 29, 30, 34
- Camarillo Utility Enterprise

1. Submit a Construction Permit Application and Required Documents

To initiate a Construction Permit request, complete a "Construction Permit Application." The form is included in this document. After receipt of a permit application, District will coordinate with the applicant for submission and review of required documents. Steps for review are as follows:

- 1) Permittee (or Authorized Agent) completes the Construction Permit Application.
- 2) District reviews application and provides Permittee a fee statement for payment of applicable fees, deposits, or bonds.
- 3) Permittee submits copy of the District's accepted improvement plans (drawings) and accepted project specifications (if applicable). For small projects, a single water and/or sewer service, a detailed sketch and or photo markup may be substituted provided it sufficiently details the proposed work and references the appropriate standards. The details of a single water and/or sewer service include, but not limited to:
 - a. Water and/or sewer main location and size.
 - b. Water and/or sewer service line size and connection from main to meter and/or sewer lateral and main connection.
 - c. Water meter location and size.
 - d. Service Protection Backflow Prevention Assembly (BPA) or Air Gap (AG) location and size.
- 4) Permittee provides material submittals to District for review and approval.
- 5) Permittee submits proof of Contractor's Class A license and the Certificate of Insurance obtained for the project. For typical small development projects this information is provided by the Contractor. A copy of the District's minimum Construction Permit Insurance Requirements/Example is available on the District's Engineering website.

<https://publicworks.venturacounty.gov/wsd/engineeringanddevelopment/>

- 6) If a project involves encroaching on a public right of way, permittee submits a copy of approved Encroachment Permit (City, County, Caltrans, Railroad Authority, HOA).
- 7) Permittee submits any other documents pertinent to the project and work.
- 8) After acceptance of required documents, the District and all involved parties shall meet for a mandatory Pre-Construction meeting. The permit will be signed and issued at the end of the Pre-Con meeting.

2. Agent Authorization

If an application is being submitted by a representative for the property owner (permittee), then the application must include a completed Agent Authorization Form. An Agent Authorization form is a document that grants permission for a designated agent to act on behalf of the property owner, as outlined in the description of work. This form is located on the District website:

<https://publicworks.venturacounty.gov/wsd/engineeringanddevelopment/>

3. Requirements for Contractors

Contractors working on District facilities, or work involving or within the jurisdiction of the District's authority, are required to possess a valid Class A General Engineering Contractor license.

Department of Consumer Affairs Consumer Affairs Contractors State License Board:

<https://www.cslb.ca.gov/OnlineServices/CheckLicenseII/CheckLicense.aspx>

4. Payment of Applicable Fees, Deposits, and Bonds

All fees and requests for deposit for the project must be paid prior to a permit being issued. See District's website for latest schedule of Miscellaneous Engineering Fees at:

<https://publicworks.venturacounty.gov/wsd/ratesandcharges/>

For payments of fees. Please have the property owner make a check payable to Ventura County Water and Sanitation. The check may either be dropped off at the bill payment drop box located outside the front office located at 6767 Spring Road, Moorpark, CA 93021;

Or mailed via FedEx to:

Ventura County Water and Sanitation
6767 Spring Road
Moorpark, CA 93021

Or mailed via USPS to:

Ventura County Water and Sanitation
PO Box #250
Moorpark, CA 93021

Note: FedEx will not mail to PO boxes.

To avoid delay in processing the permit application, memo of payment check should include the project name or address followed by fee description. Please do not mail check payments to 800 S. Victoria Road, Ventura.

The District may additionally require a 100% performance and payment bond to be provided for the work, prior to the issuance of a permit, based on assessment of the project scope. Bonds will be held by the District until all work is deemed complete and the permit is closed by the District. Once the District determines all work is complete and the permit is closed, the District, at its discretion, may allow for the bonding to be reduced for covering the work's one (1) year maintenance and guarantee period. For projects requiring a bond, the District will provide additional details for this requirement, and the District's template Surety Form to be used. The latest edition of the Public Works Agency Bond Book is available at:

<http://pwportal.ventura.org/ONESTOP/ESD/BondBook.pdf>

5. Material Submittals

The Contractor shall submit cutsheets for materials to be used for the project. Materials shall conform to the District's Approved Materials List. A permit may only be issued after approval of the materials has been obtained by the Contractor from the District. Material submittals do not need to be included in the permit application but will need to be completed prior to issuance of a permit. See District's website for latest version of the Approved Materials List at:

<https://publicworks.venturacounty.gov/wsd/engineeringanddevelopment/>

6. Standard Conditions

Prior to submitting a permit application, the Permittee is advised to read the "Water and Sewer Construction Permit Standard Conditions" set forth by the District for all water and/or sewer construction permits. A copy of the Standard Conditions is provided in this packet. The most recent version of the Standard Plans for Public Works Constructions (SPPWC) and Specifications for Public Works Construction (SSPWC), or Greenbook, can be referenced as a supplement to the District's standards.

7. Satisfactory Completion of Permit Application

When all items requested of the Permittee have been satisfactorily accepted, a draft Construction Permit and Pre-Construction Agenda will be prepared by Engineering and Development staff. A copy will be provided to the Permittee, and a pre-construction meeting will be scheduled based on staff availability.

8. Start or Stop Water Service

If applicable, complete an application to "Start or Stop Water Service" available at:

<https://publicworks.venturacounty.gov/wsd/customerservice/accounts/>

For "Start or Stop Water Service" application, account or billing questions please contact our front office at 805.378.3000 or wscs@venturacounty.gov

9. Permit Time Limits

Permits will be issued for a period of 90 calendar days. If the work is not completed prior to the permit's expiration, then no further work shall be undertaken until a new permit has been secured by proper application and payment of a new permit fee. The work shall be completed within the calendar days provided for completion as specified by the new permit. If the work authorized by the permit is not commenced within 30 calendar days from date of issuance, then the permit shall be nullified. It is the Permittee's responsibility to complete the work within the provided period. If requested in writing prior to the permit's expiration date, a permit extension may be granted without additional fees/deposits at the discretion of the District.

Water and Sewer Construction Permit Standard Conditions

Permittee and or Contractor agrees by Permit to conduct all work in accordance with the District Standards, Rules and Regulations, and Requirements. The conditions set forth by the District for all Permit work shall include the following:

General

1. The term Engineer shall refer to the District Engineer issuing the Permit or their authorized designee.
2. All District facilities shall be constructed and work performed in accordance with its rules and regulations. Additionally, conform to or exceed, the applicable latest edition and supplements of the a) Project Plans and Specifications; b) "Greenbook" Standard Specifications for Public Works Construction (SSPWC); c) Standard Plans for Public Works Construction (SPPWC); d) Standards and Manuals of American Water Works Association (AWWA); e) Ventura County Waterworks Manual; f) Ventura County Sewerage Manual; g) Uniform plumbing code (UPC); and h) Manufacturer's Recommendation, where applicable. Where a conflict occurs, the more stringent requirement or guideline shall govern as determined by the Engineer.
3. It is the Contractor's responsibility to maintain the required insurance up to date. No work shall be performed without acceptable and valid insurance.
4. No permanent improvements such as buildings, structures, walls, sidewalks, curb and gutter, monuments, fences, trees, shrubs, and the like shall be placed over the District's easement and or facilities.
5. Separation between any water lines and any non-water lines, including reclaim water lines, shall be per the requirements of the State Water Resources Control Board.

Safety

1. In case of emergency contact the District at (805) 378-3000.
2. The Contractor shall assume sole and complete responsibility for job site conditions during the construction, including safety of all persons, facilities and properties. This requirement shall apply continuously and not be limited to normal working hours.
3. The Contractor shall conduct all work in accordance with all applicable Federal, State, and local codes. Including but not limited to OSHA/CAL-OSHA.
4. The Contractor shall provide emergency contact information to the District. An emergency contact lists shall be maintained on the job site.
5. Per OSHA standard 1926.1418, "Whenever there is a concern as to safety, the operator must have the authority to stop and refuse to handle loads until a qualified person has determined that safety has been assured." If something on the job site becomes too unsafe or hazardous, workers have an obligation to stop work until the hazard is corrected.
6. Job site security is the responsibility of the Contractor to provide and maintain.

Permits

1. District Permit is only for work involving District facilities and those within its jurisdiction, which may include work within its property and easement, as provided for in the Permit.
2. The Permittee shall be responsible for obtaining any additional permits required for the work. This includes any permit(s) from other entities such as Caltrans, City, another County Agency or Department, and/or Homeowners Associations.
3. Where work obstructs local residents service and or access, the Permittee shall be responsible for all coordination with affected local residents.

4. The District's issued permit and any required attachments are required to be kept available onsite during construction.

Hours of Inspection

1. Unless otherwise approved by the District, no inspection shall begin prior to 8:00 AM and not later than 4:00 PM, Monday through Friday.
2. No inspection shall take place on weekends (Saturday & Sunday) and holidays without prior District approval (minimum 48-hour notice) and may subject to overtime pay rates.

Schedule

1. Contractor shall submit work schedule to District for approval, prior to beginning work. Updated schedules shall be submitted as the work proceeds.
2. No work shall take place on County observed holidays unless otherwise approved by the Engineer. County observed holidays are as follows: New Year's Day; Martin Luther King, Jr., Birthday; Presidents' Day; Memorial Day; Juneteenth; Independence Day; Labor Day; Veterans' Day; Thanksgiving Day; Day after Thanksgiving; Christmas Day. Should an observed holiday fall on a Saturday, the preceding Friday will be treated as a holiday; or should an observed holiday fall on a Sunday, the following Monday will be treated as a holiday.

Notices and Requests

1. The Contractor shall coordinate a pre-construction meeting with District at least 5 working days prior to the start of construction. Subsequently, Contractor shall notify the District by contractor request form at least 2 working days prior to start of construction.
2. In accordance with State law, the Contractor shall contact Underground Service Alert (USA) at 800.227.2600 or 811, no less than 2 working days prior to any excavations within the right-of-way or on the District's easement. USA's field locations of facilities shall be used to confirm the presence or new locations of facilities that might not be depicted accurately on the plans.
3. The Contractor is responsible for removing all USA markings prior to completion of the permitted work.
4. Sequence of construction activities includes: 1) pre-construction meeting with District; 2) pothole all tie-in locations, utility crossings, and sensitive or high traffic areas; 3) obtain submittal approval for materials and critical operations (tie-ins, bypasses, testing, disinfections, etc.); 4) construction; 5) testing, verification, disinfection, and commissioning; 6) closeout and acceptance procedures.
5. Contractor shall submit a shutdown request to the District for any tie-in. Shutdown requests shall be submitted in writing to the District with a minimum 14 working days advance notice provided. Contractor shall complete all field preparations requested by District for tie-ins at least 3 working days prior to, failure to complete preparations will result in shutdown being cancelled.

Submittals

1. Contractor shall provide the District with electronic copies of submittals for all materials to be used, including cut sheets; valid certificate of insurance; and a construction schedule and related updates. The Contractor shall not commence any work until the submittals are approved by the District. A copy of the District's approved materials list is available online at the District's website.
2. Submittals shall include:
 - a. A Cover sheet
 - b. Numbering format (begin at 001)

- c. Contractor's signed/initialed stamp on submittals certifying that review, approval, verification of products required, field dimensions, adjacent construction work, and coordination of information is in accordance with requirements.
 - d. Clearly note deviations of shop drawings.
3. District will make effort to review submittals within 10 working days.

Noise and Dust Control

1. The Contractor shall minimize noise for local residents.
2. The Contractor shall not discharge smoke, dust, equipment exhaust, or any other air contaminants into the atmosphere in such quantity as will violate any Federal, State, or local regulations.
3. The Contractor shall also abate dust nuisance by cleaning, sweeping and spraying with water, or other means as necessary.

Quality Control / Quality Assurance

1. The Contractor is responsible for their own quality control, supervision of, and request for inspections.
2. The Contractor is responsible for providing the District with cut sheets and test results (concrete, compaction, soils, potholing, etc.) as requested.
3. When requested compaction test results shall be submitted to the District for review and approval prior to pressure testing. Contractor shall bear cost of soils testing.
4. The District may complete any permit work, which is not satisfactorily completed within a reasonable time, with all costs to be borne by the Permittee.

Traffic Control

1. Temporary traffic control shall conform with standards and guidance of the California Manual on Uniform Traffic Control Devices (CAMUTCD) or the most current version of the Work Area Traffic Control Handbook from Building News Incorporated.

Request For Information

1. The Engineer shall be notified in writing for any changed conditions, including potential changed conditions, promptly upon their discovery and before they are disturbed. Changed conditions include:
 - a. Subsurface or latent physical conditions differing materially from those represented in the plans.
 - b. Unknown physical conditions of an unusual nature differing materially from those ordinarily encountered and generally recognized as inherent in the character of the work being performed.
2. Notifications shall be submitted to the District through the Developer's Engineer of Record via a Request For Information (RFI). District will make effort to review RFIs within 10 working days. An RFI shall include:
 - a. A Cover sheet
 - b. Numbering format (begin at 001)
 - c. Complete description of the issue, request, field dimensions, adjacent construction work, and coordination of information.
 - d. Recommended correction, change, clarification, etc.

As-Built Record Drawings and Closeout

1. Contractor shall maintain a copy of the construction plans at the job site. Said plans shall be neatly updated and maintained regularly showing all corrections, clarifications and changes.
2. Upon field completion of the work, including inspection, the contractor will submit to the District a neatly marked redline As-Built set of construction plans depicting all changes for review and acceptance.

3. As-Built record drawings shall be submitted to the District in electronic formats prior to the acceptance of work. The Engineer of Record shall prepare record drawings and submit electronic or hardcopies, PDF, AutoCAD files, and GIS shapefiles georeferenced to the County Datum (NAD 1983-California-V in accordance with Public Resources Code Section 8817).
4. For single family residence projects (single water and or sewer connection), a redlined pdf As-Built may be acceptable alternative with approval from the District.
5. The Permittee promises and guarantees to replace or repair all defective workmanship and materials for a period of one (1) year after date of Acceptance of the work by the District following closeout of the permit. Permittee shall replace or repair any such defective workmanship and materials in a manner satisfactory to the Engineer, after notice to do so from the Engineer, and within the time specified in the notice. If Permittee fails to make such replacement or repair within the time specified in the notice, the District may perform the replacement or repair. The Permittee and its sureties shall be liable to District for all costs and reasonable expenses thereof. Any security for faithful performance required for the work shall not be exonerated or returned until one (1) year after the date of the District's Acceptance of the work.

General Plan Notes

Water – General

1. Contractor shall field verify (pothole) the location, depth, material, pipe size, and connection of existing facilities, including any potential utility conflict, prior to start of construction, tie-in, and a shutdown request. If tie-in is to an existing AC line, Contractor shall replace existing pipe sections to nearest joint, as necessary.
2. In accordance with California Title 22, only the District's Operators are permitted to operate its water system; this includes any valve, fire hydrant, blow-off, corporation stop, and other water facilities. Accordingly, all connections to the water system shall be made under the observation of the District's Chief Operator and Inspector.
3. Prior to hydrostatic pressure testing, flushing shall take place with a minimum flow rate of 3.0 feet per second. In circumstances where the minimum flow rate cannot be achieved, a flush at the maximum expected flow rate for the line for 3 pipe volumes may be acceptable as determined by the District Inspector. Reference AWWA C651 and SSPWC section 306-8.9.2 for more information on flushing requirements.
4. Pressure testing shall be performed only after all utilities, curb and gutter are installed and backfill has been accepted. Pressure testing shall be conducted in accordance with SSPWC section 306-8.9.2 and prior to the placement of final resurfacing. The contractor shall conduct a pre-test pressurization in the presence of the District and correct any deficiencies prior to commencing actual test. Pressure test shall be conducted for 4 continuous hours at the greater of 150psi or 1.5x of the operating pressure of the pipeline for connection.
5. Contractor shall submit a disinfection plan to the District for review and approval. Prior to connecting or activating the new or modified facilities, Contractor shall disinfect and test facilities in accordance with SSPWC 306-8.9.4, and AWWA C651 for pipeline Disinfection and Chlorination, AWWA C652 for storage tanks, and C655 for field dechlorination. All disinfection shall be performed by personnel certified to do so by the State Water Resources Control Board.
6. All backflow prevention assemblies must be satisfactorily tested by a District approved BPA Tester pursuant to CCCPH.
7. Prior to acceptance of the work the Contractor shall perform all requested testing of the tracer (locator) wire to demonstrate its full capability and performance with the District.
8. After construction, all above ground pipe, valves, fittings, and related appurtenances shall be primed and coated. Do not coat the bolts and nuts. Color selection shall be as follows: desert tan for blow-offs; forest green for 3" and larger meter assemblies, forest green for reduced pressure backflow assemblies, safety

yellow for public fire hydrants, and forest green or safety red for fire services as required by the Fire Department.

Water – Construction

1. Water mains shall be Polyvinyl Chloride (PVC) per AWWA C900 DR-14, Ductile Iron (DI) CL 350 per AWWA C150, or approved equal. The rated water working pressure required shall be determined by the District.
2. Spigots shall be properly beveled, cleaned, and lubricated prior to installation in accordance with AWWA C605 for PVC and AWWA C600 for DI pipe. Do not apply lubricant to the bell socket or the surface of the gasket in contact with the bell socket. Only apply lubricant to the exposed surface of the gasket within the bell socket if recommended by pipe manufacturer.
3. Allowable angular deflection for pipe joints for changes in direction shall be half (1/2) of the manufacturer's recommendation. Bending of DI pipes is not allowed. Fittings or couplings shall be used to negotiate curves.
4. Allowable bending of PVC pipe for changes in direction shall be twice (2x) the manufacturer's recommended minimum radius of curvature. Joint deflection between segments of PVC pipe is not allowed; fittings or couplings shall be used to negotiate curves. For a non-bended (straight) PVC pipe segment connected to a DI fitting, the allowable angular joint deflection shall be half (1/2) of the manufacturer's recommendation.
5. Fittings shall be Ductile Iron per AWWA C110 or C153, with either a flange end or a mechanical joint connection. All pipe fitting joints shall be restrained. All fittings, valves, couplings, and other ferrous materials are to be encased in a minimum of 8mil polyethylene material per AWWA C105.
6. Bolt threads for flange joints shall be lubricated with anti-seize and torqued in accordance with manufacturer recommendations. All uncoated ferrous components shall be fully coated with Sanchem NO-OX-ID; applied in two coats at a minimum of 15 mils per coat.
7. All pipe pup pieces shall have a length of at least three times (3x) their pipe diameter but shall not be shorter than 3 feet.
8. Where a tee, elbow, or related fitting has an accompanying valve, the valve and fitting shall be directly mated to each other using a flanged end connection; use of a mechanical joint or flange adapter with pup piece is not permitted. For such directly bolted flange connection, the anchor block for the valve may be omitted when the accompanying fitting includes a thrust block.
9. Tracer wire shall be one continuous run whenever feasible. Cut-ins to existing lines shall re-establish wire continuity for splices using waterproof wire connectors filled with dielectric silicone sealant suitable for buried service.
10. All water connections and services shall comply with the cross-connection control policy handbook (CCCPH). An air gap or backflow prevention assembly shall be installed on any water service providing water to, located within, or near an identified hazard for cross-connection control. Level of hazard and method of protection shall be as determined by the District.
11. Contractor shall field verify (pothole) the location, depth, material, pipe size, and connection of existing facilities, including any potential utility conflict, prior to start of construction, tie-in, and a shutdown request. If tie-in is to an existing AC line, Contractor shall replace existing pipe sections to nearest joint, as necessary.

Sewer – General

1. Tie-in to an existing sewer line shall confirm, prior to, the inside pipe diameter for the existing and proposed line; to ensure an uninterrupted flow path shall be maintained. The bottom inside diameter of the existing and proposed line shall match in elevation.
2. All bypasses require submitting a Sewage Bypass Plan detailing the proposed plan and operation for review to the District. Sewage bypasses shall be conveyed in closed conduits and disposed of in a sanitary sewer system. Sewage shall not be permitted to flow in trenches nor be covered by backfill.

3. Sewage Bypass Plan shall indicate the locations and capacities of all pumps, sumps, suction and discharge lines. Equipment and piping shall be sized to handle the peak flow of the section of sewer line to be bypassed and pumped. Bypass piping, when crossing areas subject to traffic loads, shall be constructed in trenches with adequate cover and otherwise protected from damage due to traffic. Lay-flat hose or aluminum piping with an adequate casing and/or traffic plates may be allowed if so approved by the Engineer. Bypass pump suction and discharge lines that extend into manholes shall be rigid hose or hard pipe. Lay flat hose will not be allowed to extend into manholes. The Contractor shall provide a backup bypass pumping system in case of malfunction. The backup bypass system shall provide 100 percent standby capability and shall be in place and ready for immediate use.
4. Only the District's Operators are permitted to operate its sewer collection system. Accordingly, all connections to the sewer collection system shall be made under the observation of the District's Chief Operator and Inspector.
5. Final connection (tie-in) to the existing sewer system shall not be made until site construction has been completed. In the event construction is still occurring and the new sewer is connected to the existing sewer, a sewer trap shall be installed. The trap shall be cleaned monthly with an observation report provided to the District including photos prior to and following maintenance activities.
6. Pipeline testing shall be performed only after all utilities, curb and gutter are installed and backfill has been accepted. Gravity pipeline testing shall be performed in accordance with the requirements of SSPWC section 306-7.8. Contractor shall perform self-testing and correct any repairs prior to scheduling District observed testing with the Inspector.
7. Mandrel operations shall be in accordance with SSPWC section 306-7.8.3.
8. Sewer lines shall be cleaned per District requirements, at a minimum to include ball and mandrel and closed-circuit television (CCTV) inspection per SSPWC 500-3 and under 10% minimum clear flow.
9. Contractor shall inspect the inside of sewer lines by CCTV, prior to acceptance and use. CCTV shall be conducted in accordance with currently acceptable NASSCO PACP and LACP standard practices. A video copy on a Universal Serial Bus (USB) flash drive shall be submitted to the District for review and acceptance.
10. Gravity sewer pipe shall be solid wall Polyvinyl Chloride (PVC) PS 115 per ASTM D3034, Ductile Iron (DI) per AWWA C150, extra strength vitrified clay pipe per SSPWC 207/208, or approved equal. The rated pipe stiffness and pressure class required shall be determined by the District.
11. Similar pipe materials shall be used between manholes whenever possible.
12. Spigots shall be properly beveled, cleaned, and lubricated prior to installation. Do not apply lubricant to the bell socket or the surface of the gasket in contact with the bell socket. Only apply lubricant to the exposed surface of the gasket within the bell socket if recommended by pipe manufacturer.
13. Allowable angular joint deflection for Vitrified clay pipe joints for change of direction shall be 1/2 of the manufacturer's recommendation. When using VCP for tight curves use 1-foot pipe sections to mitigate oversteering. Bending of VCP is not allowed.
14. Allowable bending of PVC pipe for change of directions shall be twice (2x) the manufacturer's recommended minimum radius of curvature. Angular joint deflection of PVC pipe is not allowed.
15. All pipe pup pieces shall have a length of at least three times (3X) their pipe diameter but shall not be shorter than 3 feet. All stub-outs for manholes shall not be shorter than 3 feet.
16. When called for on plans pipe repair couplings shall be of a "Strong Back or Calder" style. Composed of a flexible one-piece rubber gasketed sleeve, metal shielded, double banded, with all stainless-steel hardware.
17. Lateral clean-outs within driveways shall be brought to grade at property line. Laterals shall be maintained at a minimum of 2 percent slope within easements per standard drawing S-2.

1. Trenching shall take place in accordance with SSPWC section 306-3 and as required to maintain compliance with OSHA/Cal-OSHA standards.
2. All trenches shall be closed at the end of each day. After the pipe is placed in the open section, the trench is to be backfilled.
3. The Engineer and Inspector shall be the sole judge as to the acceptability of the excavated material for use as backfill. Imported backfill shall be certified as being free of hazardous materials.
4. Shoring when required shall be the contractor's responsibility for installation, maintenance during construction, and subsequent removal. Shoring with depths greater than 20 feet shall be designed by a registered professional engineer with the protective system requiring submittal to the District for approval.

STORMWATER POLLUTION CONTROL

1. All construction activities shall use Best Management Practices (BMPs) to effectively prohibit the entry of pollutants from the construction site into the storm drain system. For a complete listing of BMPs refer to the California Stormwater BMP Handbook-Construction at <https://www.casqa.org/resources/bmp-handbooks>.
2. The Contractor shall prevent, control, and abate discharges of pollutants from the construction site in order to protect the storm drain system, which includes pipes, channels, streams, waterways, and other bodies of water, by the construction, installation or performance of water pollution control measures as shown on the Stormwater Pollution Control Plan (SWPCP) or Stormwater Pollution Prevention Plan (SWPPP) depending on the land area affected by the construction activity. The Contractor is responsible for compliance with the current State NPDES General Permit for Stormwater Discharges Associated with Construction and Land Disturbance Activity (General Construction Permit), NPDES No. CAS000002 and current Ventura County NPDES Municipal Separate Storm Sewer System (MS4) Permit No. CAS004002.
3. Any hazardous materials found during construction shall be disposed of by the Permittee in a manner satisfactory to the District and the Ventura County Environmental Health Department with chain of custody documentation provided to the District.
4. Work additionally permitted by other Agencies that has already completed all the applicable stormwater forms for compliance with MS4 do not have to fill out repeated forms with the District. For work that has not filled out these forms, the applicable forms for compliance with the County of Ventura MS4 permit are available on the County of Ventura Land Development website:
<https://publicworks.venturacounty.gov/es/lds-documents>

SURVEY

1. Survey monuments, property markers, and tie points shall be preserved and referenced before construction and replaced after construction pursuant to Section 8771 of the Business and Professions.
2. Benchmark disks shall not be destroyed, or disturbed until a replacement with a second order, class one, geodetic elevation has been accepted by the County Surveyor.

CONSTRUCTION PERMIT APPLICATION**Instructions -**

1) Permittee must fill out all sections applicable to their application. An incomplete application will not be processed. If fields are not applicable, please insert N/A.

Property Owner / Authorized Agent's Information

Property Owner(s) Name: _____

Authorized Agent/ Authorized Agent's Company Name (ATTN): _____

Care of (C/O): _____

Mailing Address: _____

Email Address: _____ Phone #: _____

Select Applicable Servicing District (if Water Purveyor)☐ Waterworks District No. 1 – Moorpark☐ Waterworks District No. 19 – Somis☐ Waterworks District No. 17 – Bell Canyon☐ Waterworks District No. 38 – Lake Sherwood**Select Applicable Servicing District (if Sewer Entity)**☐ Waterworks District No. 1 – Moorpark☐ County Service Area No. 30 – Nyeland Acres☐ Waterworks District No. 16 – Piru☐ County Service Area No. 34 – El Rio☐ County Service Area No. 29 – North Coast☐ Camarillo Utility Enterprise – Camarillo Airport**Project Information**

Location of Work (Address, Assessor's Parcel Number (APN), and/or Area Description): _____

Description of Work: _____

Estimated Construction Cost (\$): _____ Estimated Days to Complete Work: _____

Acknowledgement and Signature

I hereby certify that the above information submitted in this form is true and accurate to the best of my knowledge. Additionally, I acknowledge that any approvals granted for this Project will be carried out in compliance with the requirements, Rules and Regulations including Ordinances, of the District and the County of Ventura.

Printed Name(s): _____

Signature(s): _____

Date(s): _____

-For District Use Only-

Permit Number: _____ Project Number: _____