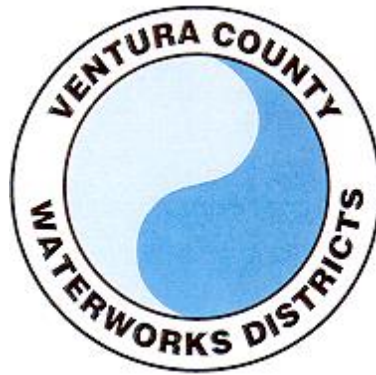


# VENTURA COUNTY WATER AND SANITATION

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Representing: Ventura County Waterworks District Nos. 1, 16, 17, 19, and 38

## WATER WILL SERVE LETTER



## INSTRUCTIONS & PROCEDURES

Updated: August 2018



# INSTRUCTIONS

## WATER WILL SERVE LETTER

A Water Will Serve Letter is a letter from a Water Purveyor declaring that the purveyor's system will provide a water connection to the proposed project identified in the letter. The process for receiving this letter is outlined in the checklist below. Please submit the completed forms via email to [wsdevelop@ventura.org](mailto:wsdevelop@ventura.org) or in person at the front office located at 6767 Spring Road, Moorpark CA 93021. For questions or concerns, please contact the Engineering Department at 805-378-3020 or 805-378-3023 and please state the service area and you will be forwarded to the correct personnel or send an email to the address above.

<b>CUSTOMER WILL SERVE LETTER PROCEDURE CHECKLIST</b>		
<b>1</b>	Fill-out <b>Customer Information Form and App for Service</b> if applicable	
<b>2</b>	<b>Submit Stamped Planning Department Approved drawings. (Both electronic and hard copies are acceptable)</b>	
<b>3</b>	<b>Complete the Fixture Count Worksheet</b>	
<i>The District will review information, determine the appropriate meter size for the project and provide the customer with a list of applicable fees.</i>		
<b>4</b>	<b>Pay fees and receive a Will Serve Letter within four (4) business days of received payment.</b>	
<b>5a</b>	<b>If no changes are to be made to an existing water service, the District will provide the customer with the next steps needed to obtain a water meter, if applicable.</b>	
<b>5b</b>	<b>If changes are necessary but a construction permit is not required, the District will provide the customer with further information on what is needed.</b>	
<b>5c</b>	<b>The customer will need to apply for a construction permit by completing the attached <b>Construction Permit Checklist</b> if one of the following scenarios apply:</b> <ul style="list-style-type: none"> <li>1 Upsize the water service line</li> <li>1 New water service connection</li> </ul>	



## CONSTRUCTION PERMIT APPLICATION CHECKLIST

**A construction permit is required for the installation of new water and sewer connections, or the upsizing of a service line size. The following steps shall be completed prior to the issuance of permit.**

<b>1</b>	<p>Submit As-built drawings illustrating:</p> <ul style="list-style-type: none"> <li>• Water/Sewer main location and size</li> <li>• Water/Sewer lateral service line size, and connection from main to meter</li> <li>• Water meter location and size</li> </ul>	
<b>2</b>	Payment of all applicable fees	
<b>3</b>	<p><b>Materials Submittals</b>  <i>(the District's Approved Materials List is available upon request)</i></p>	
<b>4</b>	Identification stakes or paint to mark the location of existing and new utility services	
<b>5</b>	Verification of Contractor's Class A License Certification.	
<b>6</b>	Certificate of Liability Insurance naming the County of Ventura as additionally insured	
<b>7</b>	<p>Encroachment Permits (if applicable)</p> <ul style="list-style-type: none"> <li>• County      • HOA</li> <li>• Caltrans</li> <li>• City</li> </ul>	
<b>8</b>	<p>Complete and return Application for Service Form found at <a href="http://pwa.vcpublicworks.org/wp-content/uploads/2018/03/Application-for-Service-Form.pdf">http://pwa.vcpublicworks.org/wp-content/uploads/2018/03/Application-for-Service-Form.pdf</a></p>	
<b>9</b>	Schedule a Pre-Construction meeting a minimum of five (5) working days prior to start of construction.	



# FIXTURE UNIT WORKSHEET INFORMATION

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 APN: \_\_\_\_\_

## FIXTURE UNITS WORKSHEET - WATER DEMAND CALCULATION

Proposed or Existing Primary Residence = \_\_\_\_\_ Sq Ft with \_\_\_\_\_ BR / \_\_\_\_\_ BA / \_\_\_\_\_ Half BA

Proposed Addition = \_\_\_\_\_ Sq Ft with \_\_\_\_\_ BR / \_\_\_\_\_ BA / \_\_\_\_\_ Half BA

**\*Note: Bathrooms with both a shower and bathtub**

Individual Dwelling Appliance, Appurtenances or Fixtures	Existing Fixtures	+	Proposed Fixtures	=	Total Fixtures	x	Cold Water Load Unit Value	=	TOTAL FIXTURE UNITS
Bar Sink		+		=	0	x	1	=	0
Bathub or Bath/Shower Combo		+		=	0	x	4	=	0
Bidet		+		=	0	x	1	=	0
Clotheswasher, domestic		+		=	0	x	4	=	0
Dishwasher, domestic		+		=	0	x	1.5	=	0
Water Cooler (Drinking Fountain)		+		=	0	x	1	=	0
Kitchen Sink, domestic		+		=	0	x	1.5	=	0
Laundry Sink		+		=	0	x	2	=	0
Lavatory (Bathroom Sink)		+		=	0	x	1	=	0
Mobile Home, each		+		=	0	x	12	=	0
Shower		+		=	0	x	2	=	0
Urinal		+		=	0	x	2	=	0
Water Closet, 1.6 GPF Gravity Tank		+		=	0	x	2.5	=	0
Water Closet, 1.6 GPF Flushometer Tank		+		=	0	x	2.5	=	0
Water Closet, 1.6 GPF Flushometer Valve		+		=	0	x	5	=	0
Water Closet, 3.5 GPF Gravity Tank		+		=	0	x	3	=	0
Water Closet, 3.5 GPF flushometer Valve		+		=	0	x	7	=	0
<b>Total Fixture Units</b>								<b>=</b>	<b>0</b>

Cold water loads were taken from Appendix A, Table A-2, Water Supply Fixture Units from the Uniform Plumbing Code.

**\*Note: Bathrooms with only a shower.**

I certify that the above is true and correct,

\_\_\_\_\_  
 Print Name

Date: \_\_\_\_\_

\_\_\_\_\_  
 Signature

The electronic form will automatically calculate the total.

**For projects with an existing water service, input the number of existing fixtures. If the lot is vacant with no existing development, leave this column blank.**

**Input the number of proposed fixtures based off of the final project plans.**

