

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

**PROCEDURES FOR OBTAINING DOMESTIC WATER AND/OR SEWER SERVICES
FOR SINGLE FAMILY, COMMERCIAL, OR INDUSTRIAL DEVELOPMENT**

1. Contact Ventura County Waterworks District (District), 6767 Spring Road, P.O. Box 250, Moorpark, CA 93020, Phone (805) 378-3000, wsdevelop@ventura.org, for availability of domestic water and/or sewer. Provide assessor's parcel number and street address.
2. Complete all Fire Protection District requirements, as necessary.
3. Complete and return copy of VCWWD Will Serve Letter Forms & Procedures.
4. Submit PDF copy and three (3) 24" x 26" hard copies of Planning Department Approved Site and Plumbing plans prepared by a licensed Professional Engineer or Architect that shows the existing and proposed service lines (domestic water, irrigation, fire service, and sewer); and connection from the main to the meter, water meter boxes, RP backflow devices, double detector check valves; water and sewer main location and size, sewer sampling wells; and water demands in GPM (separate for irrigation and domestic). Submit sewer fixture unit count (use District issued fixture count worksheet). Non-Planning Department Approved plans may be accepted only within incorporated Moorpark.
 - a. For CSA 29, submit STEP system plans with electrical site and detail drawings prepared by a licensed Professional Engineer.
5. Provide engineering / hydraulic analysis, if required as determined by the District.
6. Complete application for service for each domestic water, irrigation, and fire services. Application for service may be found at the following location: <https://www.vcpublishworks.org/wsd/customerservice/accounts/>
7. Upon acceptance of the plans and will serve letter forms, the District shall provide a fee estimate based on applicable items listed below. The current schedule of fees is listed on the District's website. The District accepts cash or check payments only. Make checks payable to: **W & S Department**.



- a. Capital Improvement Charge (CIC)¹
- b. Meter Charge
- c. Sewer Connection Fee
- d. Water Availability Letter²
- e. Sewer Availability Letter²
- f. Water Will-Serve Letter³
- g. Sewer Will-Serve Letter³
- h. Fire Flow Test⁴
- i. Construction Permit
- j. Construction Inspection
- k. Construction Water Shutdown
- l. Plan Check Fee⁵
- m. Easement Processing Fee

¹ Adjusted annually based on ENR Construction Cost Index for the Los Angeles Region

² Availability Letters will be processed within 4 working days from the date fees were collected

³ Will-Serve Letters will be processed within 4 working days upon completion of construction permit requirements (if any) and all financial obligations.

⁴ Submit to the District the Fire-Flow Verification form 625, from the Fire Protection District

⁵ For single family dwellings, Plan check fees only apply to CSA 29, 30, 34 & Camarillo Utility Enterprise

8. Hire a Class A contractor, licensed by the State of California, to install the new service lines. Contractor shall submit:
- a. A copy of certificate of liability insurance that lists the District as additionally insured
 - b. Copy of license card to verify active Class A status
 - c. Encroachment permits from applicable agencies
 - d. Material specifications based upon the District's approved material list
 - e. Easement documentation – the District cannot perform work without recorded easement.

Upon approval of the aforementioned, Contractor may schedule a preconstruction meeting to be held at the District office at least two (2) business days prior, but not more than five (5) business days prior to start of construction. A Construction Permit will be issued at the preconstruction meeting.

9. After the project is completed, and all backflow devices have received certification, submit as-built plans for release of construction permit.

NOTE: Make all Checks Payable to: W & S Department

