

# WATER PERMIT PROCESS

## What is a “Water Permit?”

A Water Permit allows an applicant to obtain a building permit and set a Water Meter **or** intensify water use on an existing Connection. A water permit is also needed to set additional water meters or to change the size of an existing water meter. Normally, permits can be processed within a week if there are no deed restrictions required (deed restrictions take 3 to 5 days to prepare, review and record.)

## A note about Non-Residential changes in use:

Builders/owners of new and existing commercial buildings should be informed of the possible need for a Water Permit when tenant changes occur. All Intensifications In Use according to District Rule 24, Table II require Water Permits. Due to differences in use definitions, the District may consider a building/lease space to have changed use even when the city/county may not. A quick check with the District permit office staff will clarify whether a water permit is needed.

## When is a Water Permit required?

A Water Permit is required whenever a new water use (connection) is created and/or whenever additional water fixtures are added or when the capacity of an existing connection is changed or intensified. Water permits may only be issued for approved projects. Listed below are just a few examples of types of projects that require permits:

- \* Construction of a new home or business
- \* Remodels/additions to existing homes (includes ORD. 98) or businesses
- \* Construction/addition of a pool
- \* Addition of landscaped area
- \* Enlargement or splitting of a meter
- \* Changes of use from one type of business to another

## How do I get a water permit? Who do I need to contact?

1. Plans need to be drawn by an architect or builder for your project (see jurisdiction for requirements). ***For new connections, see the Water Budget Information handout before proceeding.***
2. Submit plans to the jurisdiction where the property is located.
3. Complete a “Water Release Form and Water Permit Application”; the jurisdiction signs the form to indicate approval of the project.
4. Complete the list of requirements set by the jurisdiction for the plan check process. Contact the jurisdiction’s planning department for information on the plan check process and time requirements.
5. MPWMD is the agency to contact for a water permit to complete the plan check process. The applicant brings the approved plans and completed application to the District office. Applications for water permits are not accepted unless the Water Release Form (WRF) is signed by the jurisdiction and are accompanied by approved plans. ***(NO CONCEPT PLANS WILL BE ACCEPTED)***. In most cases, **all plans will be returned to the applicant when the permit is issued.**
6. When plans and the application are submitted to MPWMD, if there is no fixture inventory on file, an inspection will be scheduled to verify water fixtures on the property. The deed restrictions and permit will be prepared when a fixture inventory is available. The deed restrictions require property owner signatures to be notarized, and returned to the Water District for recordation at the Monterey County Recorder’s office. Once the documents have been recorded, the applicant will be notified that the permit is ready for pick up and permit fees will be collected at that time. Connection charges for the addition of fixtures are currently \$284.20 per fixture unit (these fees are adjusted July 1 of every year) plus \$225 processing fee, and deed restriction processing fees are \$151. Applicants will pay the processing fee upon water permit application submittal; and all remaining fees when the permit is picked up. The District accepts cash or check. Credit cards are not accepted at this time.
7. The applicant submits the water permit and approved plans to the building department of the appropriate jurisdiction to obtain the building permit.
8. When the project is completed, a final inspection by the Water District is required for the Water Permit in addition to the final inspection required by the building department of your jurisdiction.

*For more information, please contact the Permit office at 831-658-5601.*