



WATER PERMIT PROCESS FOR REMODELS/ADDITIONS/TENANT IMPROVEMENTS AND NEW CONSTRUCTION

The MPWMD office is open between the hours of 9am and 4pm weekdays. We are available by phone and by email to answer your questions and to receive and process Water Permit Applications electronically. Please follow the instructions below to have your project reviewed by staff.

The following documents are required for a Water Permit:

1. **Application:** Complete a Residential or Non-Residential Water Permit Application and Water Release Form for your project and have the bottom box signed by the Jurisdiction's authorized signer. Unsigned applications will be rejected.
Current forms can be found at: <https://www.mpwmd.net/resources/forms-and-applications/>
 - a. Applicants should call or email the office to confirm an inspection is on file and to schedule a pre-inspection if needed.
2. **Plans:** Submit the full set of complete Construction Plans electronically to conserve@mpwmd.net. Larger files may need to be transferred through a file sharing service. For New Construction and landscape Remodel a "*Landscape Documentation Package*" must be included.
3. **Application Fee Payment:** After application has been submitted you will be called to collect the payment by phone. Payment may be made by credit card over the phone (preferred), payment at the office, or by mail. The initial fee for Water Permit applications is \$250.

Once your application is submitted, District staff will review the application and plans. Please be sure to complete the Applicant section of the Water Release Form with accurate information for the person you want us to contact.

Deed restrictions may be required for your property and will require a notarized signature(s) from the owner(s) on title of the property. There is an additional fee for Deed Restrictions. If the property is held by a Limited Liability Corporation, corporation, partnership, etc., you must provide a copy of the operating agreement. If required, the Deed Restrictions will be emailed to Applicant and will require the Owner's (s') signature to be notarized. The District may have notary staff available by appointment. The District will file the documents with the recorder's office.

All fees must be paid prior to Permit issuance. Permits may be issued with an electronic signature. The District uses "Adobe Sign."

When the project is completed, a final inspection by the Water District is required in addition to the final inspection required by the building department.

For more information, please visit www.mpwmd.net/regulations/water-permits/ or contact the permit office at (831) 658-5601 or email conserve@mpwmd.net