

**WATER PERMIT PROCESS FOR REMODELS/ADDITIONS/TENANT IMPROVEMENTS AND NEW
CONSTRUCTION – ELECTRONIC REVIEW ONLY**

July 1, 2022

The MPWMD office is open between the hours of 9 and 4 weekdays. We are also 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.

Electronic Submittal Requirements: ALL APPLICATIONS MUST BE TRANSMITTED BY EMAIL OR A DOCUMENT SHARING APPLICATION.

- 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.
- 2) **Plans:** Submit the full set of complete construction plans electronically to conserve@mpwmd.net. We should be able to accommodate up to 40 mb through email. Larger files may need to be transferred through a file sharing service.
- 3) **Application Fee Payment:** Payment may be made by credit card over the phone (preferred), payment at the office, or by email. You will be called to collect the payment over the phone. The initial fee for residential applications is \$225 (Residential) or \$450 (Non-Residential).

How do I get a Water Permit for new construction or a remodel? Who do I need to contact?

1. Remodels/New Construction/Tenant Improvements: Plans must be drawn by an architect or builder for your project (contact Jurisdiction for requirements). ***For new construction & landscape remodels, you must include a Landscape Package (see [MPWMD Rule 142.1](#)).***
2. Submit plans to the Jurisdiction where the property is located.
3. Obtain a "Water Release Form and Water Permit Application" signed by the authorized representative of the Jurisdiction. The form can be found at <https://www.mpwmd.net/resources/forms-and-applications/>
4. Submit the Water Release Form and the complete set of construction drawings (no concept drawings) to conserve@mpwmd.net.
5. You will be contacted to make payment by credit card. **Processing fees must be paid before the application will be reviewed.**
6. If the property is held by a Limited Liability Corporation, corporation or partnership, you must provide a copy of the operating agreement.
7. Deed restrictions and the Water Permit will be prepared. Deed restriction(s) will be emailed to the applicant. The deed restriction(s) require property owner signatures to be notarized and returned to the Water District for recordation at the Monterey County Recorder's office.
8. Once the documents have been recorded, the applicant will be notified of the final permit fees and payment must be made before the Water Permit is released.
9. An electronic signature is required on the Water Permit to validate it.
10. 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 contact the Permit Office at 831-658-5601 or email conserve@mpwmd.net