



City of Santa Barbara
Public Works Department
**GUIDELINES FOR A SEWER TAP
WORK ORDER**

I. WATER/SEWER SERVICE APPLICATION BY PROPERTY OWNER

- A. Property Owner completes all requested information on the Water/Sewer Service Application Form for new sewer connections.
- B. The completed Water/Sewer Service Application Form with any additional pertinent information and payment of all appropriate fees shall be submitted to the:

City of Santa Barbara – Public Works Department
Public Works Counter
630 Garden Street
Santa Barbara, CA 93101
(805) 564-5388

II. SEWER TAP WORK ORDER

- A. The appropriately licensed and insured Contractor shall obtain all necessary permits at the Public Works Permit Counter and perform the work in compliance with all applicable City Codes and per City Standard Details. The sewer tap work order applies to both new sewer connections and replacement sewer connections.
- B. To schedule your Sewer Tap:

Sewer taps will only be scheduled with the issuance of a Public Works Permit to the Contractor. Sewer taps will then be performed by the City's Contractor on the following days and times:

Tuesdays and Thursdays
at either
8:00 a.m., 10:00 a.m., 12:30 p.m., or 2:30 p.m.

III. SEWER CONNECTION REPLACEMENT BY CITY WORK ORDER

- A. Under the Sewer Lateral Inspection Program or in other cases where an existing lateral to main connection needs to be replaced, the property owner may elect to select this option. This option and associated fees cover the complete cost of the new service connection installation or replacement, including all permits, coordination and project management, locating, excavation (up to 8 feet deep), and inspection services. Work is generally scheduled for the next month after execution of work order (see attached example) and payment of fees.

IV. NOTES TO THE CONTRACTORS FOR SEWER TAP WORKER ORDER

- A. The Contractor (Licensed A or C-34 for work in the Public Right-of-Way, C-36 for work in a residential parkway or on private property, and C-12 for certain earthwork and paving work) is responsible for following all City Standard Details and "The Greenbook". If damage to the City's main is caused by the Contractor, the Contractor is financially responsible for the repair. If the City's Contractor is required to do the repair, the Contractor will be billed at the current time and materials rate.
- B. The Contractor's attention is directed to the fact that a portion of these existing sewer pipes are Vitrified Clay Pipe (VCP), which may be subject to failure under certain stress levels. It will be necessary for the Contractor to exercise extreme caution in these areas during excavation of pipe to prevent damage. Additionally, installed wye material will match sewer main pipe material so the Contractor will need to connect to both VCP and Polyvinyl Chloride (PVC) wyes.
- C. The Contractor shall be responsible for the following:
 - 1. Trench and shoring safety requirements, and
 - 2. All applicable Temporary Traffic Control requirements as required by MUTCD and/or the City of Santa Barbara, County of Santa Barbara and Caltrans.
 - 3. Final paving per City Standard Details and restoring work area to preexisting condition.
- D. The assigned Public Works Inspector shall determine, if the job site is fully prepared and meets all identified City Standards and MUTCD requirements. If the Contractor has not fulfilled their responsibility of being fully prepared, there is a rescheduling fee that will be imposed per the current City of Santa Barbara Fee Resolution. Furthermore, the Inspector has the authority to require the Contractor to make necessary changes to meet compliance prior to City Contractor's arrival.
- E. The City reserves the right to alter the requested tap location within a reasonable distance. This shall be done as a cautionary measure if a pre-existing tap already exists and to also allow the Contractor to abandon any pre-existing lateral at the mainline.

The above addresses the Public Works Department's concerns and requirements. Other City Divisions/Departments may have additional requirements.

For information call (805) 564-5388

EXAMPLE



CITY OF SANTA BARBARA
PUBLIC WORKS DEPARTMENT

SEWER CONNECTION REPLACEMENT BY CITY WORK ORDER

PERMIT #:

DATE:

ADDRESS:

OWNER/APPLICANT NAME:	PHONE NUMBER:
	EMAIL:

Sewer Connection General Location:

Sewer Lateral ID (if known):
Material of Sewer Lateral (if known):
Number of 4" Sewer Tap(s):
Number of 6" Sewer Tap(s):

CONSTRUCTION DATES:

Anticipated Work Start Date:	Anticipated Work End Date:
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The above dates are a range in which the work may be completed (typically during the month after work order execution). The exact dates of work will be scheduled by the City's contractor. The Owner/Applicant will be notified prior to construction.

REQUEST

Owner has been notified by the City that the sewer lateral connection, or "Sewer Wye" (defined in SBMC 14.46.010 as the "Building Sewer Lateral") for the above referenced address must be replaced. Owner understands that replacement of the sewer lateral connection is Owner's responsibility. The City has established a program where upon request of an Owner and payment by the Owner of Sewer Wye Replacement Fee, the City will, on the Owner's behalf, cause the Sewer Wye to be replaced and brought up to current City standards by a licensed contractor retained and paid by the City. Owner requests to participate in the program according to the program terms and below Agreement and has submitted the Sewer Wye Replacement Fee concurrently with this Request.

AGREEMENT

1. Pursuant to the program and this Agreement the City will schedule the sewer lateral connection replacement by a licensed Class A General Engineering contractor retained by the City.
2. Prior to the replacement work, the sewer lateral connection location and depth must be confirmed by City staff and marked for utility coordination (Underground Service Alert). In order to verify the connection, the City will need access to the property to perform a dye test, involving pouring colored dye into a cleanout or fixture within the building. The Owner(s) and/or Account Holder (if different than Owner(s)), or building tenant must be present at the time of the lateral connection location.
3. Owner agrees to pay an additional fee of \$600 per each four foot depth beyond 8 feet at the sewer main excavation. The payment will be made prior to the replacement of the sewer lateral connection. If payment is not made within five days following invoice notification to the Owner, the City may complete the sewer lateral connection replacement and add the additional fee to the Owners water bill.
4. Once the lateral connection is verified, the City will transfer the work to the Contractor retained by the City for the following month. Once an estimated replacement date is established by the Contractor, the replacement work will be coordinated with all parties. The City or its contractor will notify Owner(s) and Account Holder (if different than Owner(s)) by telephone at the number(s) stated above to confirm the work date once it is available.
5. To expedite the replacement work and provide a safe working space for the City's contractor, the Owner or occupant of the property if different from the Owner will reduce water usage while the Contractor is replacing the connection fitting. In some cases, water service may need to be shut off for the duration the contractor is replacing the connection fitting. In the event that water services is shut off, water service will be restored by City staff as soon as possible after the replacement. Owner is responsible for assuring that the occupant is notified of the requirements of this paragraph.
6. The City's contractor will not do any work on the Owner's sewer lateral other than work necessary to reestablish service from the sewer lateral to the new Sewer Wye or fitting in accordance with City Standards.
7. The Owner(s) waive any compensation for the possession or use of the above referenced property, including compensation for damage to existing landscaping that may be occur due to replacement of the sewer lateral connection. The Owner(s) agree that the City is not responsible for the condition of the plumbing on the property and shall not be liable for any leaks or damage to the property resulting from the condition of the plumbing or shutting off and restoring water service to the property. The City will indemnify the Owner(s) for any liability to third parties caused by the City's entry to the property or performance of the work.
8. The City will restore the property to the condition that existed prior to the work to the extent reasonably practical. However, the City is not required to replace trees, landscaping, hardscape, or improvements that were not lawfully permitted by the City or could interfere with, obstruct, harm or prevent future maintenance on City facilities including the sewer main. If Owner(s) wish to salvage materials within the excavation footprint, the Owner must do so prior to the work date.
9. The City will require the City's contractor to construct the new Sewer Wye or fitting and perform all related work in in conformance with City Standards, and free from defective workmanship and materials. The City will also require the City's contractor to warranty the work for a period of one year from the date of completion. Upon written notice from Owner to City Wastewater Staff (via email to brahrer@santabarbaraca.gov) of any defect in the work discovered during the warranty period, the City will correct the defective work at its own cost within one month or as necessary to maintain service.
10. Except for warranty repairs, nothing in this agreement alters the Owner's responsibility for repair and maintenance of the Sewer Wye and the sewer lateral as provided in the Santa Barbara Municipal Code.
11. Upon completion of the work, the City will send the Owner(s) a letter indicating the date the work was completed.

*****I HAVE VERIFIED THE ABOVE WORK ORDER DESCRIPTION AND UNDERSTAND AND AGREE THAT THIS IS WHAT WILL BE CONSTRUCTED.*****

OWNER/APPLICANT SIGNATURE	DATE