

City of Huntington Beach Public Works Department (PW)

Conversion from Private Water Well System to City Water System Permitting Requirements For Residential and Non-Residential Establishments

Water Service Conversion (General): The applicant must coordinate with the City's Building Department to determine the meter size required to serve establishment. A separate permit from the Building Department is required to construct or modify any on-site private property piping and to perform appurtenance improvements.

A PW Encroachment Permit shall be required to install a water meter, service, or backflow device, per (http://www.huntingtonbeachca.gov/Government/Departments/Public_Works/PW Standard). Prior to the start of construction, a pre-job site meeting must be conducted with PW Inspector, Cross Connection Specialist, and contractor.

PW does not provide water meters. The applicant shall be responsible to purchase a water meter that meets City specifications.

The applicant is also responsible for severing and final disposition of the private well service connection and must obtain approval from the City's Cross Connection Specialist prior to activation of the municipal service.

If the applicant is the last user of the private water well system, the applicant shall be responsible to obtain a separate permit from the County of Orange, Health Care Agency (<http://www.ochealthinfo.com/regulatory/water/>) to properly abandon/remove any existing private water well(s).

Step 1. Formal Request for Service submitted to Utilities Manager: Submit a letter requesting municipal service and desire to terminate the private well service connection and/or abandon private well service. Identification of property ownership, description of existing services and other detailed information shall be included.

Mail to: City of Huntington Beach
Public Works Department, Utilities Division
19001 Huntington Street
Huntington Beach, CA 92648
Attention: Utilities Manager

Upon direction of the Utilities Manager to proceed with the service conversion, PW will coordinate with the City's Fire Department to determine all applicable requirements, not limited to extension of City public water mains, new fire hydrants, new fire sprinkler system, and verify whether a separate Fire Permit from the Fire Department is required.

(http://www.huntingtonbeachca.gov/government/departments/Fire/fire_prevention_code_enforcement/fire_forms.cfm)

Step 2. Backflow Device Requirements: Backflow protection devices shall be required on all non-residential connections and multi-family (3 or more) residential connections. Backflow protection shall also be required on single family or duplex residential water connections with boat docks and waterfront property, or if any upper habitable floor is 20 feet or more above the top of the (lowest) curb elevations, or any water devices existing above that level.

Step 3. Prepare Improvement Plans (applicable when improvements consist of domestic water service and offsite public improvements): The owner or developer shall provide or retain the services of a qualified/licensed engineer or contractor to prepare and properly submit to the City water improvement plans in accordance with PW Standards. The improvement plans shall show all existing and proposed water services and meters in relationship to buildings, driveways, walkways, trees, fire hydrants, light poles, etc., location of the City water line located along the street or alley, and the proposed location of the new backflow device (if applicable) dimensioned relative to right-of-way line. New water meters/services cannot be located in the driveway approaches. An edge-to-edge pipe separation of 10 feet must be maintained between sewer laterals and water services. The improvement plans shall be fully dimensioned and as accurate as possible. The improvement plans shall be reviewed and approved by PW and Fire Department. Four (4) sets of plans shall be submitted to PW. City may waive detailed engineering if no main improvements, fire hydrants, or fire service requirements are necessary (Skip to Step 5 if detailed engineering plans are not required).

Step 4. Prepare Sketch (applicable when improvements only consist of domestic water service):

The owner or developer shall prepare and properly submit a sketch to PW. The sketch shall show all existing and proposed water services and meters in relationship to buildings, driveways, walkways, trees, fire hydrants, light poles, etc., location of the City water line located along the street or alley, and the proposed location of the new backflow device (if applicable) dimensioned relative to right-of-way line. New water meters/services cannot be located in the driveway approaches. An edge-to-edge pipe separation of 10 feet must be maintained between sewer laterals and water services. Sketches shall be fully dimensioned and as accurate as possible. The drawing does not need to be engineered drawings prepared by a licensed engineer. The sketch shall be reviewed and approved by PW. Four (4) sets of plans shall be submitted to PW.

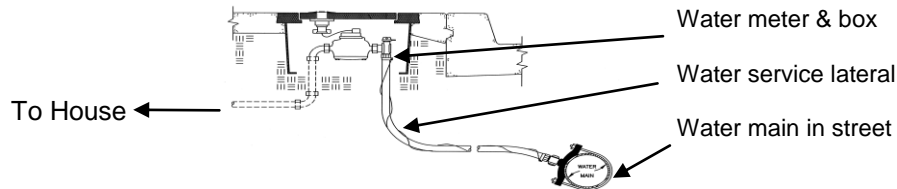
Step 5. Hire Contractor: Owner, developer, or general contractor shall hire a contractor with a valid license issued by the State of California Department of Consumer Affairs (“A” General Engineering Contractor or C-34 Pipeline Contractor License) to perform work on public water systems. Homeowners may not obtain permits for their contractors.

Step 6. Obtain Business License: The contractor selected shall have a valid business license on file with the City Treasurer prior to granting of an Encroachment Permit. Call (714) 536-5267 to inquire about the requirements, or apply from City Hall, City Treasurer counter.

Step 7. Verify Insurance: The contractor selected shall have a valid insurance on file with Risk Management and satisfy all the insurance requirements prior to granting of an Encroachment Permit. Call (714) 374-5378, or (714) 536-5212 to inquire about the requirements.

Step 8. Pay Permit Fees: An initial deposit will first be determined and collected at the PW counter to begin the permit process. The total cost of the permit shall include the Inspection Fees, Plan Check Fees, and any applicable service connection charge.

Upon completion of Steps 1-8, the contractor may obtain an Encroachment Permit from the PW. PW counter is located on the 1st floor of City Hall between 8am -5pm Monday through Friday. All checks must be made payable to the City of Huntington Beach. If you have any questions about obtaining the PW Encroachment Permit, please contact PW at (714) 536-5431.



Sample Illustration of Small Diameter
Domestic Water Service Assembly
(Refer to PW Standard for Design & Construction)