



# El Toro Water District

*"A District of Distinction"*

Serving the Public – Respecting the Environment

## What is the Will Serve Permit Process

The Will Serve Permit Process (Permit Process) is the mechanism to verify that ETWD can serve domestic, sewer, and/or irrigation and fire services to a commercial site. The commercial site will typically add or change specific services depending on the site's use type and requirements. The Permit Process allows both ETWD and the commercial tenant to formally explore the extent of the commercial project as it relates to ETWD-provided services.

## Who Is Required to Undergo the Permit Process?

Any commercial tenant performing new construction or remodeling on a commercial site is required to enter into this process. All five cities ETWD serves contain a building permit contingency for this process. Completing the Permit Process with ETWD results in a release letter to the City Building Division.

## How Long is the Permit Process and What Are the Steps?

The Permit Process has three main phases, as follows:

1. Plan Check Phase,
2. Construction Phase, and
3. Close-Out Phase.

There are fees associated with the Plan Check and the Construction Phase. Each fee is assessed during its respective phase. Sometimes, a fire flow test is required by OCFA. In that case, a separate fee is required. Fire flow testing is typically conducted during the plan check phase to inform the design. The process for requesting a fire flow from ETWD is further explained [here](#).

The entire Permit Process length largely depends on the project's construction and schedule as they relate to ETWD-provided services.

Below are explanations for each of the three Phases: [Plan Check](#), [Construction](#), and [Close-Out](#).

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## Plan Check

The Plan Check Phase consists of entering into a formal contract between ETWD and the Owner to begin the entire Permit Process. During this time construction plans are reviewed, easement/quitclaim documents are created, and plan check fees are established. The end results are signed Construction plans by the ETWD District Engineer and the preparation of construction activities.

### Prepare & Submit

- Complete the **Initial Plan Check Questionnaire**, linked [here](#).
- Prepare a set of ETWD-Specific construction plans, per **Plan Submittal Requirements** below.
- Produce the Full Title Guarantee indicating the property owner responsible for easements/quitclaims.
- Pay the \$800 minimum Plan Check and Inspection (PC&I) fee.
- Submit all documents to **[engineering@etwd.com](mailto:engineering@etwd.com)**

### Plan Review

- ETWD creates a Project Name and Work Order number.
- ETWD creates the Will Serve Letter.
- Both ETWD and Owner sign the Will Serve Letter.
- ETWD Engineering Dept reviews construction plans.
- Upon incorporation of all comments from ETWD, submit a final version of plans for District Engineer signature.
- Owner produces Easement/Quitclaim exhibit documents as necessary.

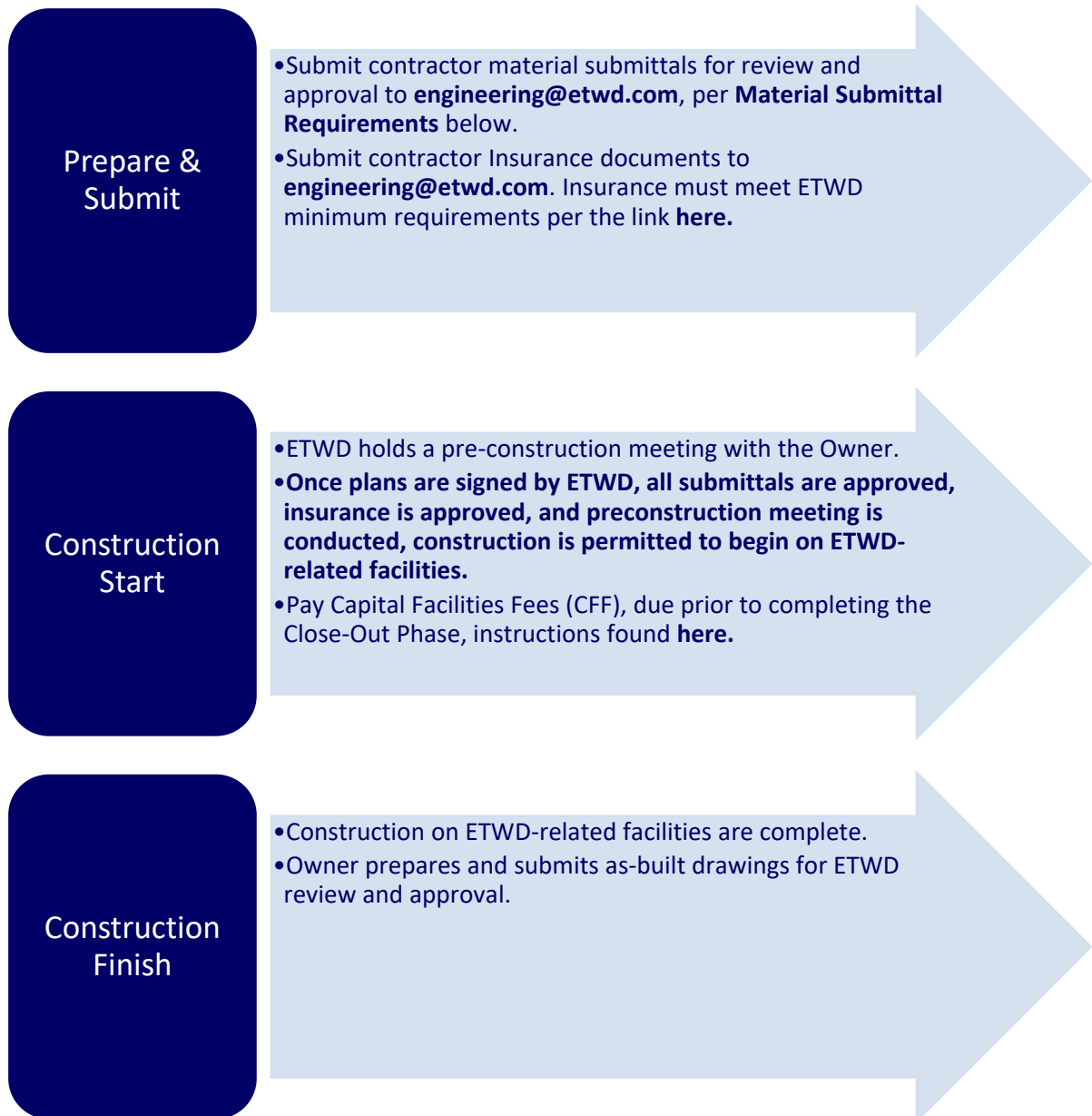
### Plan Approval

- Pay the PC&I fee balance, instructions found **[here](#)**.
- District Engineer signs construction plans

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## Construction

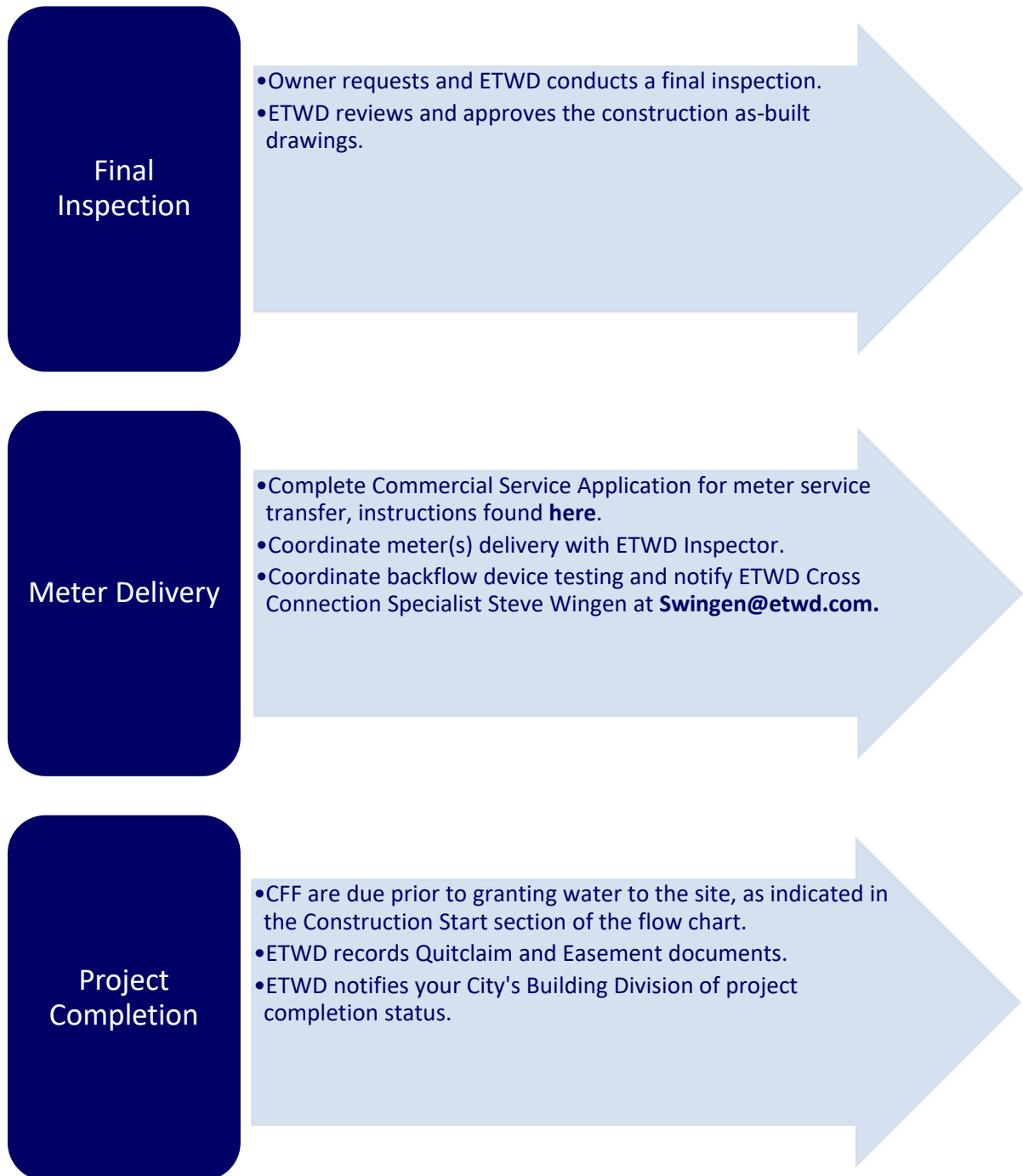
The Construction Phase consists of preparing for, performing, and completing construction of ETWD-related facilities. Prior to construction start, ETWD reviews contractor insurance documents, reviews material submittals, holds a preconstruction meeting, and assesses Capital Facilities Fees. After construction begins, ETWD conducts inspections, and the Owner submits construction as-built drawings.



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## Close-Out

The Close-Out Phase consists of finalizing and administratively closing the project. During this time as-builts are reviewed, construction final inspection is performed, a Dedication of Facilities document is signed, services are transferred, new meters are delivered, and the respective City Building Division is notified. Note that the need for water meter and backflow devices is project-specific and varies depending on the type of improvements requested.



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## PLAN SUBMITTAL REQUIREMENTS

For plan review include the following documents:

- ETWD specific notes found on our website [here](#), including the District Engineer signature block.
- All plumbing, civil, irrigation/landscape, yard piping plans showing all changes to sewer, water, irrigation, and fire services.
- ETWD standard details as applicable. Details can be requested from [Engineering@etwd.com](mailto:Engineering@etwd.com) until standards are published on our website.
- Plumbing plans shall indicate meter size and show all internal backflow devices.
- Plumbing plans shall indicate quantity and location of fixtures units, GPM requirement, and determination of grease interceptor size.
- Plan set shall be ANSI D (22"x34") size.

ETWD does not have a specific title-block at this time.

## MATERIAL SUBMITTAL REQUIREMENTS

For material submittal review please prepare the material submittal package to include the following:

- Material Submittal package shall be grouped by Standard detail.
- Material Submittal package shall contain a transmittal sheet indicating the ETWD project Work Order number (WO XXX-XXXX) and ETWD project name. This information is typically found on the title block of the approved plans.
- For each Standard Detail group, provide a cover sheet indicating the items submitted therein and the ETWD standard detail the group represents (i.e. "All items are for W-N", "All items are for W-P").
- ETWD understands that some items are used for multiple standards; however please duplicate said items to maintain an organized material submittal package.
- For material data sheets, indicate which sizes are being submitted on (i.e. highlight or circle the 8" pipe, 10" Gate Valve, MJ x PO option valve, etc.) to clarify what item will be provided.

## CAPITAL FACILITIES FEES CALCULATIONS

Capital Facilities Fees (CFFs) are Fees assessed if the tenant improvement requires further water and sewer system capacity and/or if the meter size increases. CFFs pay for the lifetime capacity and maintenance of the sewer and water systems. Sometimes called "impact fees", they are made up of three sub-fees: Sewer Collection Charge, Water Supply Charge, and Meter Charge. The CFFs are due to ETWD before the services are finalized. Most often CFFs are calculated based on square footage and use-type however there are instances where number and type of rooms or number of seats are used. The District's Rules and Regulations explains in detail how to calculate the CFFs, found [HERE](#). In addition to the calculations in the link, below are two different Tenant Improvement (TI) example CFF calculations:

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Example 1 TI Information:		
Expansion of an existing retail sporting goods store "BIG 5" from 1,000 Gross Square feet to 2,000 Gross square foot requiring an upgraded domestic meter service from a 3/4" to 1".		
SEWER CAPITAL FACILITIES FEE: SCHEDULE 5-S		
PROPOSED TI =	2,000.000 Gr SF	<-- Gross square feet per the approved drawings
CLASS =	Retail Area	<-- Base on LA City Sewage generation factors
FACTOR =	80.000 GPD / 1,000 Gr SF	<-- Per Chart, Retail = 80gpd/1,000 Gr SF
ADJUSTMENT =	0.440 Non Food Service Est	<-- Does not serve food, therefore reduce by 44%
SEWAGE GENERATED =	70.400 GPD	<-- =2,000 x 80 / 1,000 * 0.44
CREDIT FOR PREVIOUS =	35.200 GPD	<-- Credit for 1,000 Gr SF retail, based on previously purchased GPD capacity
NET IMPACT =	35.200 GPD	<-- Difference between SEWAGE GENERATED and CREDIT
CFF - SEWER COLLECTION	\$ 327.75	<-- =35.200 x \$9.311
WATER CAPITAL FACILITIES FEE: SCHEDULE 2-W		
NET IMPACT =	35.200 GPD	<-- Taken from Sewage Net Impact above
WATER ADJUSTMENT =	37.053 GPD	<-- Assume 95% Return Rate from Sewer Net Impact
PROJECT DEMAND =	0.042 AFY	<-- Conversion from GPD to AFY (GPD x 365 / 325,851)
CFF - WATER SUPPLY	\$ 369.39	<-- =0.042 x \$8,900
WATER CAPITAL FACILITIES FEE: SCHEDULE 2-W		
NEW METERS =	\$ 2,145.00	<-- Qty of Meters x Meter Size per Chart
DEMOLISHED METERS =	\$ -	<-- Credit based on removed meters, similar to cost of adding
CFF - WATER Meter	\$ 2,145.00	<-- Difference between NEW and DEMOLISHED Meters
TOTAL CFF =	\$ 2,842.14	<-- Summation of each component

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Example 2 TI Information:		
New apartment complex with (100) 1-bedroom units, (50) 2-bedroom units, and (50) 3-bedroom units. Apartment complex requires (3) 1" Domestic Service and (1) 3/4" Irrigation service.		
SEWER CAPITAL FACILITIES FEE: SCHEDULE 5-S		
PROPOSED TI =	30,000.000 GPD	<-- Summation of bedroom size X qty of bedroom per LA City Sewage generation factors
CLASS =	(multiple)	
FACTOR =	1	<-- 1
ADJUSTMENT =	0.44 <i>Non Food Service Est</i>	<-- Does not serve food, therefore reduce by 44%
SEWAGE GENERATED =	13,200.000 GPD	<-- = (100 x 120) + (50 x 160) + (50 x 200) * 0.44
CREDIT FOR PREVIOUS =	- GPD	<-- No Credit for this example
NET IMPACT =	13,200.000 GPD	<-- Difference between SEWAGE GENERATED and CREDIT
CFF - SEWER COLLECTION	\$ 122,905.20	<-- =70.40 x \$9.311
WATER CAPITAL FACILITIES FEE: SCHEDULE 2-W		
NET IMPACT =	13,200.000 GPD	<-- Taken from Sewage Net Impact above
WATER ADJUSTMENT =	13,894.737 GPD	<-- Assume 95% Return Rate from Sewer Net Impact
PROJECT DEMAND =	15.564 AFY	<-- Conversion from GPD to AFY
CFF - WATER SUPPLY	\$ 138,520.53	<-- =15.564 x \$8,900
WATER CAPITAL FACILITIES FEE: SCHEDULE 2-W		
NEW METERS =	\$ 12,891.00	<-- Qty of Meters x Meter Size per Chart (3, 1" Domestic and 1, 3/4" irrigation)
DEMOLISHED METERS =	\$ -	<-- Credit based on removed meters, similar to cost of adding
CFF - WATER Meter	\$ 12,891.00	<-- Difference between NEW and DEMOLISHED Meters
TOTAL CFF =	\$ 274,316.73	<-- Summation of each component

## FREQUENTLY ASKED QUESTIONS

1. Is the Plan Check & Inspection Fee \$800 deposit used toward the balance of the Plan Check & Inspection Fee?
  - a. Yes
2. Where can I find the Capital Facilities Fee schedule?
  - a. All Capital Facilities Fees are found on our website [here](#).

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3. **Where can I find the Plan Check & Inspection Fee schedule?**
  - a. ETWD does not publish the Plan Check & Inspection Fees however they are based on 8.0% of estimated construction costs.
4. **What is the fee to purchase meters?**
  - a. The fee depends on the size of meter. Meter purchasing fees are found on our website [here](#).
5. **Does ETWD perform the construction for my project?**
  - a. No, the Owner is responsible for hiring a contractor.
6. **Can ETWD recommend a contractor?**
  - a. No, ETWD does not maintain a list of required or recommended a contractor.
7. **Do I get a credit on my Capital Facilities Fees for downgrading to a retail space?**
  - a. No, a credit for historical tenants is not given, however downsizing or removing a meter will be credited against the Capital Facilities Fees.
8. **How do I submit construction plans?**
  - a. Please prepare your plans in accordance with the [Plan Submittal Requirements](#) section above and when ready, submit to the Engineering Department at [Engineering@etwd.com](mailto:Engineering@etwd.com).
9. **Will I need to create an ETWD-specific Plan set?**
  - a. Yes, please prepare your construction plans per the [Plan Submittal Requirements](#) section above.
10. **When can I start construction on ETWD-related utilities?**
  - a. Construction on ETWD-related facilities is not permitted until the ETWD-construction plans are signed by the District Engineer, a preconstruction meeting is held with your contractor, insurance documents are approved, and the material submittals are approved.
11. **How long does the entire process take?**
  - a. The Plan Check component can take several weeks to several months depending on the size and complexity. The Construction component is driven by project complexity and the Owner-selected contractor.
12. **How long does plan review take?**
  - a. Each plan review cycle can take up to 10 business days, depending on staff availability and project complexity.
13. **What are the Fees associated with this process and how much are they?**
  - a. Each project is different. Fees are determined twice during the entire Permit Process. The first is in the Plan Check Phase, called "Plan Check and Inspection Fee" or "PC&I". The second is during the Construction Phase,



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called the “Capital Facilities Fee” or “CFF”. At a minimum, a \$800 “Plan Check and Inspection Fee” is assessed at the start, as stated in the above diagram.

- 14. Why do I need to provide the Full Title Guarantee?**
  - a. ETWD land plots are added or removed via an Easement or Quitclaim document depending on the project. These documents require the legal land owner’s approval. The legal land owner or entity is stated in the Full Title Guarantee.
- 15. What do I do if I need to get my backflow devices tested?**
  - a. Visit our website for more information [here](#) and contact the ETWD Cross Connections Specialist Steve Wingen at [SWingen@etwd.com](mailto:SWingen@etwd.com).
- 16. Who installs my new meter?**
  - a. Your contractor installs the meter(s), however ETWD will deliver the meter(s) when the contractor has the service prepared to receive it. This installation is observed by the ETWD inspector. Meters will not be provided to the contractor prior to this time.
- 17. Does ETWD have requirements for submitting plans?**
  - a. Yes, please see the [Plan Submittal Requirements](#) section.
- 18. How do I submit the contractor material submittals?**
  - a. Please see the [Material Submittal Requirements](#) section above.
- 19. How do I know what size meter I need for my project?**
  - a. Please consult the Engineer who designed your project to provide the recommendation of meter size. ETWD does not perform this calculation nor will ETWD provide a recommendation.
- 20. What typical meter sizes does ETWD deliver?**
  - a. ETWD uses 3/4", 1", 1-1/2", and 2" meter sizes **only**.
- 21. What if I need a water meter larger than 2" and how much does it cost?**
  - a. ETWD does not provide meters larger than 2". ETWD will only supply multiple quantities of the same size meter. I.e. (2) 1-1/2" meters, (3) 1" meters, etc. Different sized meters are not permitted. Should your calculations show you need a 3" meter or larger, consult with your Engineer/Designer to provide multiple smaller sized meters to match your required flow rate.

If you should have any questions please feel free to contact the Engineering Department at [Engineering@etwd.com](mailto:Engineering@etwd.com) or (949) 837-7050.