



## SEWER PERMIT APPLICATION INSTRUCTIONS & CHECKLIST

### WHEN IS A PERMIT REQUIRED?

A permit is required when any dwelling within a Nevada County Sanitation District No. 1 established sewer zone is built, repaired, goes through a remodel that is more than 50% of the total square footage of the existing dwelling or where a new bathroom, kitchen, laundry other water waste facilities are added.

### APPLICATION PROCESS

- Any property meeting the above noted requirements must submit for a sewer permit at the time they submit for a Building permit.
- Complete the application and any required supplemental forms.
- Submit completed application packets with payment and site plan to the Department of Public Works via drop off, mail or other overnight shipping carrier.
- NOTE - Sewer Permits are **currently not available** for submission electronically via our online Citizens Access Portal.
- Refer to the checklist table below to ensure that all information has been submitted.
- Only complete packages will be accepted and sent for review.

### APPLICATION REVIEW AND ISSUE

- Applications will be reviewed by Field Technicians to ensure that all requirements have been met.
- Property Owner/Contractor will be notified of any conditions that need to be met. Once met a second review will be performed.
- Once approved, Public Works will issue a Sewer Permit. All Permits expire 1-year from issuance date.
- THE DISTRICT WILL MARK THE SERVICE LOCATION AREA WITH FLUORESCENT GREEN PAINT.

### CONSTRUCTION, INSPECTION AND PERMIT FINAL

- Applicant is responsible for scheduling an inspection at least 48 hours prior to desired inspection date.
- All requests for inspections shall be scheduled between 8:00 a.m. and 3:30 p.m. Monday through Friday.
- Fees paid at the time of application submission cover up to (3) three inspections. All subsequent inspections will be charged to the applicant at the current going inspection rate.
- All additional inspection fees must be paid in full prior to sewer being "Finaled"

### APPLICATION CHECKLIST

- Application checklist can be found on page 2 of this packet.
- Please include a copy of your completed checklist with your application to ensure that all requirements have been met.
- Incomplete applications will not be submitted for Field Review and may be returned.

## APPLICATION CHECKLIST

COMP OR N/A	ITEM	REQUIREMENTS FOR ACCEPTANCE	ZONE	TYPE OF WORK TO BE PERFORMED
	Application	Application completed, signed and dated by Property Owner or Contractor	-All zones	All
	Site Plan	Document location of all equipment to be installed, location of two cleanouts at dwelling and at property line w/ a backflow device installed. Distance from tank to nearest street or driveway access as no more than 50 Feet. Equipment Specifications . Site	-All zones	New build
	Site Plan - No larger than 11x17	Document location of all equipment to be installed, location of two cleanouts, one at dwelling and at property line (w/ a backflow device installed. Equipment Specifications	-All Zones	Repair/Replacement
	Site Plan – No larger than 11x17	Documentation showing existing and new floor plans Detail showing where new lines will connect to existing lines Location of all existing cleanouts and any proposed cleanouts including missing property line cleanout with backflow.	-All zones	Remodel/Addition
	Residential Sewage Pumping System Design Supplement	All areas of supplemental application completed	-Penn Valley -Eden Ranch -Mtn Lake Estates -Darkhorse (specific lots only)	New construction or repair/replacement.
	-Right of Entry, -Easement Deed -Offer of Dedication -Notarized Acknowledgement	Must be submitted with all application packages for noted zones	-Penn Valley -Eden Ranch -Mtn Lake Estates	



# SEWER CONNECTION PERMIT APPLICATION

NEVADA COUNTY SANITATION DISTRICT No. 1  
 950 MAIDU AVENUE, P.O. BOX 599002  
 NEVADA CITY, CA 95959-7902  
 (530) 265-1411 FAX (530) 265-9849 [www.mynevadacounty.com](http://www.mynevadacounty.com)

COUNTY USE ONLY

PERMIT #: WW-\_\_\_\_\_

CHECK #: \_\_\_\_\_

## TO BE COMPLETED BY APPLICANT

**SERVICE ADDRESS:** \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zipcode \_\_\_\_\_  
 ZONE: # \_\_\_\_\_ NAME: \_\_\_\_\_

LOT #: \_\_\_\_\_ ASSESSOR'S PARCEL NO. (APN) : \_\_\_\_\_ BUILDING PERMIT # \_\_\_\_\_

RESIDENTIAL: \_\_\_\_\_ (NEW BUILD: \_\_\_\_\_ REMODEL/ADDITION: \_\_\_\_\_ REPAIR: \_\_\_\_\_)

COMMERCIAL: \_\_\_\_\_ (MULTI-UNIT: \_\_\_\_\_ BUSINESS: \_\_\_\_\_ TYPE OF BUSINESS: \_\_\_\_\_)

**PROPERTY OWNER:** \_\_\_\_\_

ADDRESS: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_ CELL: \_\_\_\_\_

**CONTRACTOR:** \_\_\_\_\_ LICENSE NO. : \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ CELL: \_\_\_\_\_ EMAIL: \_\_\_\_\_

**MAIN POINT OF CONTACT FOR PROJECT:**

APPLICANT HAS READ AND UNDERSTAND THE ENTIRETY OF THIS FORM AS EVIDENCE BY HIS/HER SIGNATURE BELOW.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

ZONE # NAME	Consolidated #1			Consolidated #2			4 North San Juan (NSJ)	5 Gold Creek (GC)	7 Mountain Lake Estate (MLE)	8 Cascade Shores (CS)	9 Eden Ranch (ER)
	1 LWW (LWW)	6 Penn Valley (PV)	12 Valley Oak Court (VOC)	2 LOP (LOP)	10 Darkhorse (DH)	11 Higgins Village (HV)					
Insp Fee	345.21	345.21	345.21	345.21	345.21	345.21	345.21	345.21	345.21	345.21	345.21
Permit	0	250.00	0	*	0	*	0	0	0	250.00	0
Connection Fee	0	0	0	0	14,700.00	0	0	0	0	3000.00	**
Total Due	345.21	595.21	345.21	345.21	15,045.21	345.21	345.21	345.21	345.21	595.21	345.21

NOTES -\*\$14,700.00 may be required if property not paying standby charges/ \*\* \$750.00 to be collected through annual parcel charges

**SUPPLEMENTAL FORMS**

<input type="checkbox"/> Right of Entry (PV, ER, MLE)	<input type="checkbox"/> Pump Tank Lot Application - where applicable on lots in PV, MLE, DH, ER
<input type="checkbox"/> Easement Deed (PV, ER, MLE)	<input type="checkbox"/> Notarized Acknowledgement (PV, ER, MLE)
<input type="checkbox"/> Offer of Dedication (PV, MLE, ER)	

**FOR COUNTY STAFF USE ONLY**

	FEES	APPLICABLE ZONE	QTY	TOTAL	TOTAL DUE
<input type="checkbox"/> Standard Inspections (3)	\$345.21	All Zones	1	\$345.21	\$345.21
<input type="checkbox"/> Additional Inspection(s)	\$115.07	Where Applicable		\$115.07	\$
<input type="checkbox"/> Permit Fee	\$250.00	Penn Valley, Cascade Shores		\$250.00	\$
<input type="checkbox"/> New EDU (fee varies)	\$ _____	Consolidated Zone 2,		\$	\$
				<b>GRAND TOTAL</b>	

**CONDITIONS & REMARKS**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

ISSUED BY:

DATE:

**DO NOT  
BEGIN  
CONSTRUCTION**

**PRIOR TO  
DISTRICT APPROVAL  
OF  
SITE-PLAN LAYOUT**

**DISTRICT INSPECTION (530) 265-1555  
SCHEDULE INSPECTIONS 48 HOURS IN ADVANCE  
BETWEEN 8:00 A.M. AND 3:30 P.M.  
MONDAY THROUGH FRIDAY.  
WE DO NOT INSPECT ON HOLIDAYS OR WEEKENDS**

**THE DISTRICT WILL CONTACT YOU ONCE YOUR INITIAL REVIEW HAS  
BEEN COMPLETED.**

**WE MAY BE ABLE TO SAVE YOU SOME CONSTRUCTION COSTS**