

# **SEWER AND STORM DRAIN CONNECTIONS – THE S-PERMIT**

## **8.7 How to Apply for an S-Permit**

### **Job Description**

In order to issue an S-Permit, the Applicant must identify the location of the property and work. Usually an address where the connection is made is sufficient. BOE Staff will verify the address and location. Availability of a main line sewer for that location and capacity of the line is checked by BOE Staff. BOE staff use Navigate LA (<http://navigatela.lacity.org>) to identify the legal description of the parcel and obtain relevant sewer information. This information is matched to the permit address database. The sewer or the drainage map for the project location must be identified. Also, the BOE District Office where the project is located must be identified, in case the District Engineer's input is required.

If the project consists of a connection that is to be made to a storm drainpipe, then the type and method of connection must be determined and approved by the BOE Staff. A junction structure may be required.

### **Work Scope**

A typical sewer or storm drain project may include repair work or a new connection. The scope of work is based on the location of the property line connection and the mainline sewer connection. A new saddle may need to be installed if a "wye" is not available. The area of the sidewalk and street that must be cut must be determined. The depth that the pipe will be placed under ground must be determined, as well. If the project is a storm drain connection, the distance from the property line to the point of connection to a catch basin or storm drain and the depth of pipe must be determined. Additionally, the area of the trench in the sidewalk and/or street must be determined.

### **S-Permit Application**

The S-Permit is issued by BOE Staff at the BOE District Offices. BOE Staff accesses a computerized S-Permit application form, whereby they will input the pertinent information and issue the permit over the counter. Please see the Appendix for more information on the S-Permit computer application.

### **Sewer Facilities Charge Payment**

A Sewerage Facilities Charge (SFC) must be paid and a SFC certificate issued for new buildings and developments. A sewer repair project does not require any SFC. Permits will be issued to Bonded Sewer Contractors only.

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## **Notification of Inspection**

Prior to commencing work, the customer is required to contact the Bureau of Contract Administration (BCA). The number to contact is printed on the A-Permit. The BCA will dispatch a Public Works Inspector to review the scope of work with the customer. The Inspector will inform the customer when to call for future inspections and will review any other information or questions the customer may have.

## **Final Inspection**

Upon completion of the work, the Inspector will perform a final inspection. If the work is completed satisfactorily, the Inspector will sign off or approve the S-Permit. The S-Permit is then closed. A copy of the completed permit with the Inspector's signature is sent to BOE with the Inspector's comments and signature. This may be done electronically via a computer. If the work is part of a Department of Building and Safety (DBS) permit and all other conditions are cleared, the Department of Public Works will agree to the issuance of a Certificate of Occupancy by DBS.

## **Customer Satisfaction Survey**

At the conclusion of all permit transactions with a customer, Applicant, and/or Permittee, all Public Counter Staff shall present the customer a Customer Satisfaction Survey Form. The Survey shall be presented to every customer, at every transaction. Should the customer decline to accept the Survey, Public Counter Staff are instructed to simply place the declined Survey back into Survey storage trays. The Survey is a valuable tool to improve customer service by listening to the customer.