

The scope of work being performed for your project requires you to follow the below steps.

Following the below steps will ensure 1) access to your lower building sewer lateral meets standards for District maintenance access, 2) your property is protected from backups in the District sanitary sewer system, 3) proper connection and disconnection to the District sanitary sewer system is being made, and 4) appropriate fees and charges are levied.

Steps

1

Describe Your Work

Describe your proposed work and submit any and all plan sets showing your proposed work using our **residential related work** form at <https://bit.ly/WVSDResPermitApp>, our **non-residential related work** form at <https://bit.ly/WVSDNon-ResPermitApp>, and if **food service related work** our food service review form at <https://bit.ly/WVSDFoodServiceReview>.



Residential application



Non-residential application



Food service review

2

District Reviews Your Scope of Work

The District will review your scope of work and determine if a District permit is required.

If no District permit is required, then a “No District Permit Required” letter will be emailed to you typically the **next business day** (after receiving all required scope of work information) for you to deliver to your agency building permit staff.

3

District Determines Your Requirements

If the District determines a District permit is required, your work will be analyzed and a field investigation may need to be performed to outline your District requirements. Typically, **three business days** (after receiving all required scope of work information) are needed to issue a District permit. For ADU's and non-residential use up to **ten to fifteen business days** may be required for issuance of a District permit.

4

Pay Fees & Issue Permit

When you are informed your permit is ready, schedule a counter appointment at <https://bit.ly/WVSDCounterAppointment>. Pay by check (*payable to WVSD*) or cash (*max accepted \$2,000*) and **give your issued District permit copy to your agency building permit staff**. Sample fees are on page 2.



Schedule a permit counter appointment

5

Ensure Your District Requirements are Met

Install all required infrastructure per your District issued permit handouts.



Permit Application Information

Rev. 10/15/25

Sample Fees

Administration Fee Type	Fee
Permit Processing (requiring no TV inspection)	\$250
Permit Processing (requiring TV inspection)	\$425
Sewer Lateral Disconnection	\$135

Building Use Type	Approximate One-time Fee	Approximate Monthly Sewer Service Charge ¹
New or Discovered Residential²		
Single-Family Residence	\$12,700	\$60
Accessory Dwelling Unit ³	\$8,100	\$40
New or Discovered Non-Residential²		
Full Service Restaurant (2,300 sq. ft.)	\$77,000	-
Fast Food Restaurant (1,000 sq. ft.)	\$29,000	-
Coffee Shop (1,500 sq. ft.)	\$14,000	-
Market - Grocery (15,000 sq. ft.)	\$91,000	-
Small Retail Store (1,300 sq. ft.)	\$2,800	-
Office - General (1,800 sq. ft.)	\$7,000	-
Medical Office - Doctors (12,500 sq. ft.)	\$89,000	-

¹ Charges are billed via property tax bill, and non-residential charges are based on prior calendar year potable water usage.

² Change in use receives credit for fees paid on previous use.

³ One-time ADU fee based on the number of plumbing code drainage fixture units, not to exceed the maximum amount shown.