

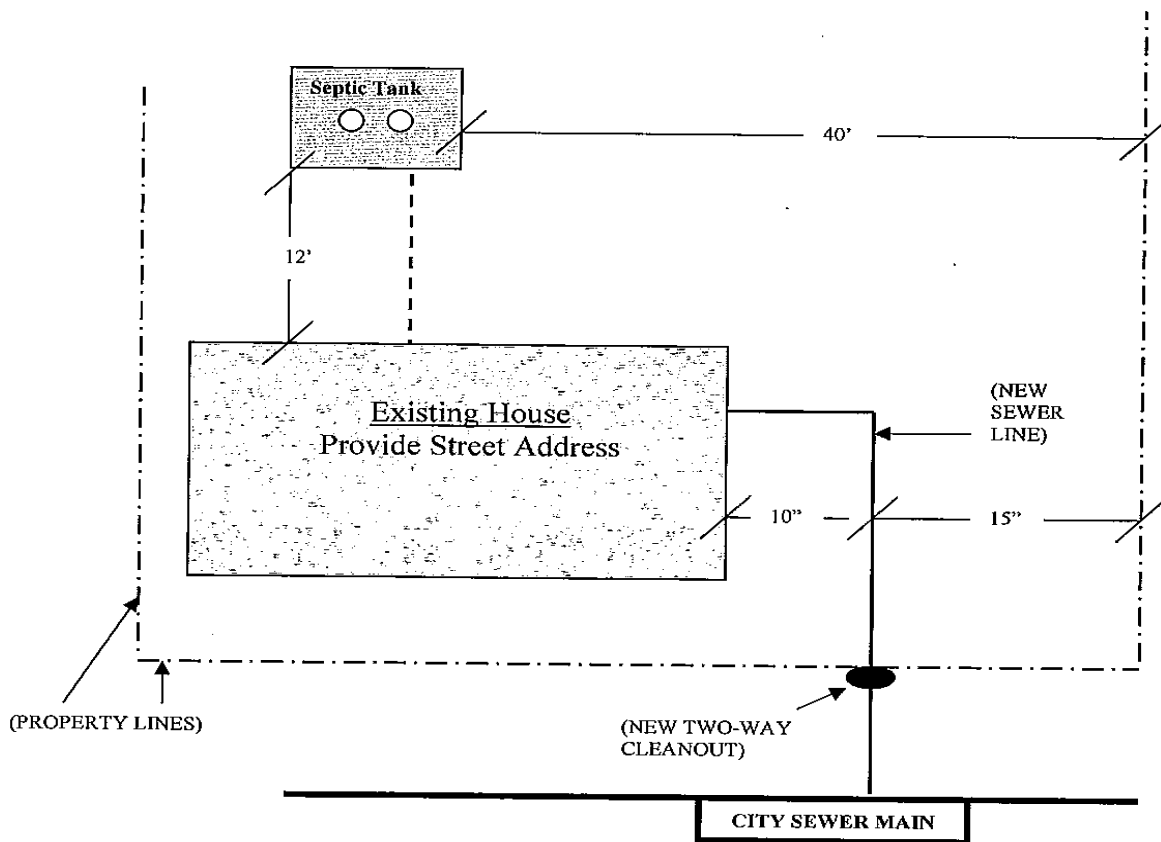


## TOWN OF LOS GATOS SEPTIC TANK ABANDONMENT & SEWER CONNECTION REQUIREMENTS

In order to process your request for a building permit, **please submit the items listed below and include this completed checklist in your submittal.** We do **not** accept submittals by mail or courier. **A plan check fee will be required after the preapplication process is completed.** If one or more required items are not submitted, the application will be considered incomplete and will not be accepted.

To submit your application, you will need to register for an account on the Town's portal: <https://permits.losgatosca.gov>. Note that a Building Permit Technician **will need to approve your account** before you may move forward with your submission. The Building pre-application is a preliminary review for the building permit. You will need to upload to the pre-application in separate PDF's:

1. Completed permit application  
<https://www.losgatosca.gov/DocumentCenter/View/833/Building-Division-Permit-Applications?bidId=>
2. Plan set (PDF pages bookmarked and signed by design professional. Note: This must be ONE PDF.)
3. Supporting documents (i.e., Permit from West Valley Sanitation District, etc.) which should be separate uploads.



Town of Los Gatos  
Septic Tank Abandonment & Sewer Connection Submittal Requirements

- Show location of septic tank to be abandoned. Indicate that 1/3 bottom of tank to be broken out and filled with sand or gravel.
- Show location of new sewer line. Indicate location of new line referenced from property lines or house.
- Indicate size and type of material and ¼ in. per foot minimum slope of line. Install per the 2022 California Plumbing Code.
- Show location of existing septic tank with distance to property line.
- Show West Valley Sanitation District two-way cleanout and sewer lateral connection point. The cleanout is typically ½ foot to 2 feet behind the sidewalk.
- Prior to plumbing permit issuance, the owner must have West Valley Sanitation District Certificate located at 100 E. Sunnyoaks Avenue, Campbell, California (408) 378-2407. Note: West Valley Sanitation District may require backflow device
- Permits can only be issued to a Homeowner or a Licensed Contractor.