



## **FIRE SERVICE, BACKFLOW, MASTER METER PLAN REVIEW, INSPECTION & APPROVAL PROCESS**

### **INITIAL PLAN SUBMITTAL**

Provide to the Otay Water District (District) the following items in order to initiate the review, inspection and approval process:

#### **Submittal**

1. Full Plan Review submittal package on a USB drive containing the following:
  - One completed Fire Service Plan checklist
  - One 8 ½ x 11 Plan View Drawing of the proposed services
  - One Private Water & Fire Study and Total GPM requirement for the project
2. District application with an initial deposit of **\$1,000 (per RP/RPDA)**.
  - <http://otaywater.gov/engineering-services/public-services/>
  - Inspection deposit shall be determined during second plan review.
  - Meter quotes are issued upon developer's request/application.

**Finalize Inspection Estimate** for accurate Construction Inspection Services by the District to be sent to Developer;

District will provide a quote to the Developer including fire flow water usage; Fire Flow Water Usage deposit is included with the quote. The District may invoice for additional funds should water loss exceed the collected amount.

### **PLAN REVIEW AND APPROVAL PROCESS:**

District Reviews and Finalizes Plan for construction

Easements granted to the District are resolved prior to this

Inspection Deposits are received

### **INSPECTION AND PROJECT ACCEPTANCE PROCESS:**

Developer's contractor calls District inspection team for pre-construction meeting

For the pre-construction meeting we require that the geotechnical services firm, the Contractor, the Contractor's competent person, and a Developer representative all are present.



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We can also discuss the submittal process at the meeting if the WAS AML package is not submitted in advance.

Meters are purchased during this time (if you haven't already done so) and 1 meter is held from being set until the punch list is completed

Permanent Meter Request Application – Residential  
Water Meter Data Card – Residential (Private)

OR

Permanent Meter Request Application – Commercial & NAICS  
Water Meter Data Card – Commercial (Public)

See our webpage for the current Fees & Deposits schedule (this document changes quarterly)  
<http://otaywater.gov/engineering-services/public-services/>

### **Construction & Final Punch List Items are resolved**

District will require the completed Fire Flow Water Usage Report prior to project closeout

### **District inspection team offers project for completion**

- District Project Acceptance & Close-Out



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PLAN REVIEW,  
INSPECTION & APPROVAL PROCESS**

**DISTRICT CONTACTS**

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