



**ANAHEIM**  
PUBLIC UTILITIES

# **WATER SERVICES CUSTOMER INFORMATION PACKET**

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**JUNE 2020**

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**CITY OF ANAHEIM**  
PUBLIC UTILITIES DEPARTMENT  
Water Engineering Division

ANAHEIM WEST TOWER  
201 South Anaheim Boulevard, Suite 601 | Anaheim, CA 92805



*Water Engineering Division*

201 S. Anaheim Blvd., Suite 601  
Anaheim, California 92805

TEL (714) 765-5196  
FAX (714) 765-4199  
www.anaheim.net

## **UWM Permit Application Guidelines**

The information herein is intended to help the UWM permit Applicant understand the Public Utilities Department, Water Engineering Division's permit processing and approval requirements. Prior to opening a UWM permit case, please carefully read the permit processing guidelines provided below.

### **UWM PERMIT APPLICATION**

#### **Option I: Email**

1. Send an email to [WEngineering@anaheim.net](mailto:WEngineering@anaheim.net) with the following required submittal documents:
  - a. An electronic (PDF) copy of transmittal letter from the owner, developer, or consulting engineer requesting plan check
  - b. A PDF copy of water improvement plans. In addition, if full size plans (i.e. 24" x 36") are required for the project, two (2) sets of hard copies shall be sent to Water Engineering, 201 S. Anaheim Blvd. Suite 601, Anaheim, CA 92805.
  - c. PDF copies of reference plans for the project (i.e. Tentative Parcel or Tract Map, Grading, Street Improvements, Storm Drain, Sanitary Sewer, Landscape/Irrigation, etc.)
  - d. PDF copies of completed Forms 1 through 6 – see attached (Form 1 with general information must be submitted on the first submittal to initiate the permit process and other forms can be submitted on the second submittal)
2. A Water Engineering staff will contact via email to confirm the amount of the required plan check deposit (i.e. \$695 for simple UWM plan or as determined for projects requiring full size plans). Send a check with the confirmed deposit amount made payable to "City of Anaheim" via regular mail to the following address:

Water Engineering  
201 S. Anaheim Blvd. Suite 601  
Anaheim, CA 92805

--Please include the project address on the check--

#### **Option II: In-person appointment**

1. Visit Utility's website (<https://apuappointments.as.me/schedule.php>) to schedule an appointment with a Water Engineering Staff at the Customer Service desk located on the first floor of the Anaheim West Tower, **201 S Anaheim Blvd, Anaheim, CA 92805** and bring the following required submittal documents and plan check deposit to the appointment:
2. Hard copies of all documents mentioned above in Option I.
3. In addition to hard copies, a pdf copy of water improvement plans shall be provided via email.
4. A \$695 (or as determined by Water Engineering) plan check deposit. All forms of payment are accepted, and checks shall be made payable to "City of Anaheim."



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## **WATER RATES, RULES, AND REGULATIONS**

The water rates, rules, and regulations as approved by the City Council governing the use and delivery of Potable and Recycled Water.

Water Rates, Rules, and Regulations: <http://www.anaheim.net/2003/Rates-Rules-Regulations>

## **UWM DESIGN REQUIREMENTS**

### Water Services Standard Specifications (WSSS)

This document is intended to act as a guide for private engineers and contractors in the design and installation of additions or modifications to the City of Anaheim's public water system. All proposed work shall comply with the WSSS.

WSSS: <http://www.anaheim.net/DocumentCenter/View/1626>

### Administrative Procedures & Design Guidelines (APDG)

This document provides the Anaheim water customer with a general understanding of the UWM permit approval process and the required design criteria for new development projects. All proposed work shall comply with the APDG.

APDG: <http://www.anaheim.net/DocumentCenter/View/1346>

### UWM Standard Plan

Public water improvement plans shall be drawn to scale (1"=20') and prepared on 11.5x17" size paper (for simple UWM plan) using the APU's standard title block per APDG section 2.3.1. A sample plan set is provided in this packet for your reference.

Standard title block: <http://anaheim.net/DocumentCenter/View/1345>

Full size water improvement plans (i.e. "W" plans) shall be prepared per APDG section 2.3.2.

## **UWM REQUIRED FORMS**

### Form 1 – General Information

Relevant contact information and project description are required prior to opening a UWM permit case. The Applicant shall complete and submit to Water Engineering the attached **Form 1 – General Information**:

Form 1 – General Information: <http://anaheim.net/DocumentCenter/View/33784>

### Form 2 – Acknowledgement of Submetering Requirements

Proposed water services for multi-unit residential or mixed-use residential developments shall not be approved unless individual metering requirements are met for each dwelling unit. The Applicant shall complete and submit to Water Engineering the attached **Form 2 - Acknowledgement of Submetering Requirements**.

Form 2 – Acknowledgement of Submetering Requirements: <http://anaheim.net/DocumentCenter/View/22945>



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Form 3 – Notice Regarding Cross Connection and Backflow Prevention Devices

All backflow prevention devices connected to the public water system are required to undergo annual testing while in use. For projects requiring the installation of any backflow prevention devices, the Applicant shall complete and submit to Water Engineering the attached **Form 3 - Notice Regarding Cross Connection and Backflow Prevention Devices**.

Form 3 – Notice Regarding Cross Connection and Backflow Prevention Devices:  
<http://anaheim.net/DocumentCenter/View/1349>

Form 4 – Required Backflow Prevention Devices for Proposed Firelines (If applicable)

All public water improvement projects including proposed firelines shall require the installation of the appropriate backflow prevention device. For projects requiring the installation of any backflow prevention devices on proposed firelines, the Applicant shall complete and submit to Water Engineering the attached **Form 4 – Required Backflow Prevention Devices for Proposed Firelines**.

Form 4 – Required Backflow Prevention Devices for Proposed Firelines:  
<http://anaheim.net/DocumentCenter/View/1351>

Form 5 – Hydraulic Data

Estimated water demands for the entire project are required to determine the adequacy of the proposed water facilities and/or existing water system for the project. The Applicant shall complete and submit to Water Engineering the attached **Form 5 - Hydraulic Data**.

Form 5 – Hydraulic Data: <http://anaheim.net/DocumentCenter/View/33782>

Form 6 – Fire Flow Data

All Applicants shall complete (according to the directions below) and submit to Water Engineering the attached **Form 6 - Fire Flow Data**.

- a. Section I/II – to be completed by the Applicant
- b. Section III/IVA – to be completed and signed by an Anaheim Fire Department (AFD) official
- c. Section IVB – to be completed and signed by the sprinkler system engineer

Form 6 – Fire Flow Data: <http://anaheim.net/DocumentCenter/View/33780>

Form 7 - Fire Flow Test Witness Request Form

If a fire flow test is required for the project, the Applicant shall complete and submit to Water Engineering the attached **Fire Flow Test Witness Request** in order to schedule a fire flow test witness with City. Please be advised that the City does not perform these tests, but a witness is required to be present to validate the results.

Form 7- Fire Flow Test Witness Request: <http://anaheim.net/DocumentCenter/View/33781>

If you have any questions regarding the water permit processing guidelines and requirements, please contact Water Engineering at (714) 765-5196.

**NOTES:**

1. Contractor shall notify the Water Utility Inspector at least one (1) week prior to construction. Phone: (714) 765-4591.
2. A separate Right-of-Way Construction permit is required for all work within the public right-of-way. Contact the Engineering representative at the Public Works Department front counter or call (714) 765-5176 to obtain information.
3. All contractors working on any portion of the City of Anaheim, Public Utilities Water System shall possess a current valid "C-34" (Pipeline Contractor) or an "A" (General Engineering Contractor) license.
4. Use \_\_\_\_\_ PSI static water pressure to derive thrust block bearing surface area per Water Standard W-140 and W-142.
5. All work shall be in accordance with the latest version of the City of Anaheim Water Services Standard Specifications (WSSS).
6. Onsite plumbing/sprinkler plan for firelines shall be approved by Anaheim Fire Department prior to the approval of this drawing.
7. All above ground large water services and backflow devices shall be screened from view with appropriate landscaping per the applicable sections of the WSSS. The concrete pad shall be located behind the building setback line.
8. All large meters (greater than 2-inch) shall be compound meters unless otherwise approved by Water Engineering.
9. All unused water facilities shall be abandoned at the water main as directed by the Water Utility Inspector. For small services 2-inch or less, the corporation stop shall be closed and restrained to the main prior to any abandonment. The service line shall be cut and plugged, the meter and meter box shall be removed, and the meter shall be returned to the Water Utility Inspector. For large services greater than 2-inch, the service line shall be cut and plugged, the valve and valve box removed, and the tee branch shall be blind flanged, MJ capped, or plugged and further restrained with a thrust block per the WSSS. The meter shall be removed and returned to the Water Utility Inspector. The water vaults and/or surface concrete of the abandoned service(s) shall be removed and the surface improvements shall be restored as directed by the Water Utility Inspector.
10. A plumbing permit is required from the City of Anaheim Building Division for any new, altered or repaired plumbing system on private property. The Building Division is located on the 1st floor of City Hall, 200 S. Anaheim Blvd. Phone: (714) 765-5153.
11. Maintain 12-inch minimum vertical separation between water laterals and any other utilities.
12. The Developer/Contractor is responsible for verifying, in the field, the exact location, size, and type of all existing water facilities. The Utility is not responsible for the accuracy of any Utility records of drawings pertaining to existing water facilities.
13. The Contractor shall pothole all the utility crossings prior to the beginning of construction. The Contractor shall also field verify the exact location, size, depth, and type of all existing utilities and interferences situated along the route of proposed construction prior to commencement of excavation, fabrication, and installation. Contractor shall, at his own expense and cost, construct all improvements in such a manner as will protect all existing underground utilities and, in the event of conflicts, shall notify the Engineer.
14. All domestic backflow prevention devices shall be lead-free compliant with the State of California Health and Safety Code 116875.
15. All stainless steel tapping sleeves 12-inch diameter and less shall be rated for 250 PSI working pressure. Approved models are Mueller (model H-304SS), Powerseal (model 3490 AS), and Ford (model FTSS) No Equals.
16. Trench replacement shall comply with City of Anaheim Public Works Standard Detail No. 132.

REVISIONS										
NO.	DATE	DESCRIPTION	ENGR	APPROV	VALVE NO.	MAKE	SIZE	TURNS	DEPTH	
					FIRE HYDRANT NO.					
					MAKE					
APPROVED-PUBLIC WORKS CITY ENGINEER				DATE						
APPROVED-UTILITIES WATER ENGINEERING				DATE	REVIEWED-UTILITIES WATER INSPECTION	DATE	ACKNOWLEDGEMENT OF ON SITE FIRELINE SPRINKLER SYSTEM APPROVAL- FIRE DEPARTMENT			DATE
APPROVED-AS BUILTS				DATE	REVIEWED-UTILITIES CROSS CONNECTION	DATE	APPROVED-PLANNING DEPARTMENT			DATE



**SAMPLE ONLY**

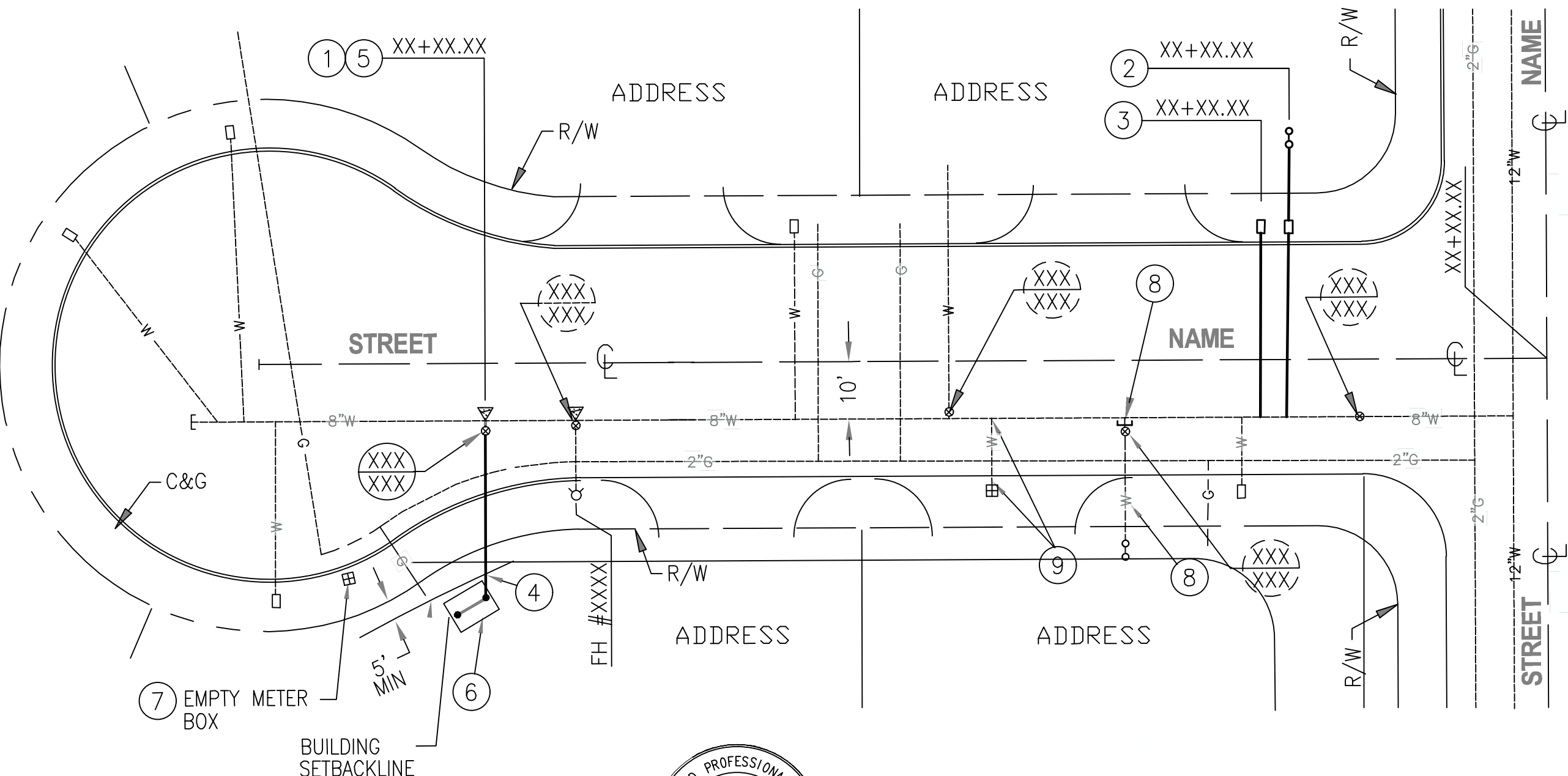


Underground Service Alert  
of Southern California  
Call TOLL FREE  
1-800-227-2600  
TWO WORKING DAYS BEFORE YOU DIG

CITY OF ANAHEIM		U. W. M. 2021-0000X SHEET 1 OF X	
PROJECT ADDRESS / LOCATION (NUMBER, TYPE, AND SIZE OF SERVICES)		WORK ORDER NUMBER	
		ENGINEERING TASK NUMBER	01
		INSPECTION TASK NUMBER	02
		DISTRICT NUMBER	

**CONSTRUCTION NOTES:**

- ① HOT TAP EXISTING WATER MAIN WITH 8"x4" TAPPING SLEEVE AND 4" TAPPING VALVE PER CITY STD W-201.
- ② INSTALL 2" IRRIGATION WATER SERVICE WITH 2" WATER METER AND METER BOX PER CITY STD. W-102. INSTALL 2" REDUCED PRESSURE PRINCIPLE ASSEMBLY PER CITY STD. W-104.
- ③ INSTALL 1" DOMESTIC WATER SERVICE WITH 1" WATER METER AND METER BOX PER CITY STD. W-101.
- ④ INSTALL 4" D.I.P. (CLASS 52) ZINC COATED WITH POLYWRAP, DOMESTIC LATERAL PER CITY STD. W-180, & W-201. RESTRAIN ALL JOINTS.
- ⑤ INSTALL THRUST BLOCK PER CITY STD-140
- ⑥ INSTALL 4" ABOVE GROUND DOUBLE CHECK DETECTOR ASSEMBLY PER CITY STD. W-220 & W-207 BEHIND THE BUILDING SETBACK.
- ⑦ REMOVE METER AND METER BOX. SALVAGE METER TO WATER INSPECTOR. BACKFILL, RESTORE, AND REPLACE ALL HARDSCAPE/LANDSCAPE PER CITY PUBLIC WORKS STANDARDS.
- ⑧ ABANDON 4" FIRE SERVICE, REMOVE VALVE AND REMAINDER OF 4" FIRE LATERAL. ADD BLIND FLANGE AT TEE. REMOVE VAULT, IF APPLICABLE
- ⑨ ABANDON EXISTING SERVICE AT THE MAIN AS DIRECTED BY THE WATER INSPECTOR.



SCALE  
1"=20'

REVISIONS				
NO.	DATE	DESCRIPTION	ENGR	APPROV



**SAMPLE ONLY**



**Underground Service Alert**  
of Southern California  
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1-800-227-2600  
TWO WORKING DAYS BEFORE YOU DIG

APPROVED—UTILITIES WATER ENGINEERING				DATE
APPROVED—AS BUILTS				DATE
FIRE HYDRANT NUMBER				
MAKE				

VALVE NUMBER	MAKE	SIZE	TURN	DEPTH

CITY OF ANAHEIM
PROJECT ADDRESS / LOCATION (NUMBER, TYPE, AND SIZE OF SERVICES)

U. W. M. 2021-0000X SHEET X OF X	
WORK ORDER NUMBER	
ENGINEERING TASK NUMBER	01
INSPECTION TASK NUMBER	02
DISTRICT NUMBER	

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## UWM Required Forms Checklist

Below is a checklist of required forms for the UWM permit process. Please review the checklist for your project's required forms. Complete and submit to Water Engineering prior to final approval.

<p><b>Form 1 – General Information:</b>  <a href="http://anaheim.net/DocumentCenter/View/33784">http://anaheim.net/DocumentCenter/View/33784</a>            Relevant contact information is required for all UWM projects, and shall be submitted to Water Engineering prior to opening a UWM permit case.</p>	<input type="checkbox"/>
<p><b>Form 2 – Acknowledgement of Submetering Requirements:</b>  <a href="http://www.anaheim.net/DocumentCenter/View/22945">http://www.anaheim.net/DocumentCenter/View/22945</a>            Proposed water services for multi-unit residential or mixed-use residential developments shall not be approved unless individual metering requirements are met for each dwelling unit.</p>	<input type="checkbox"/>
<p><b>Form 3 – Notice Regarding Cross Connection and Backflow Prevention Devices:</b>  <a href="http://www.anaheim.net/DocumentCenter/View/1349">http://www.anaheim.net/DocumentCenter/View/1349</a>            All backflow prevention devices connected to the public water system are required to undergo annual testing while in use.</p>	<input type="checkbox"/>
<p><b>Form 4 – Required Backflow Prevention Devices for Proposed Firelines:</b>  <a href="http://www.anaheim.net/DocumentCenter/View/1351">http://www.anaheim.net/DocumentCenter/View/1351</a>            All public water improvement projects including proposed firelines shall require the installation of an appropriate backflow prevention device.</p>	<input type="checkbox"/>
<p><b>Form 5 – Hydraulic Data:</b>  <a href="http://anaheim.net/DocumentCenter/View/33782">http://anaheim.net/DocumentCenter/View/33782</a>            Estimated water demands for all public water improvement projects are required to determine the adequacy of the proposed work.</p>	<input type="checkbox"/>
<p><b>Form 6 – Fire Flow Data:</b>  <a href="http://anaheim.net/DocumentCenter/View/33780">http://anaheim.net/DocumentCenter/View/33780</a>            Fire flow data is required for most public water improvement projects to determine fire flow and sprinkler system requirements.</p>	<input type="checkbox"/>
<p><b>Form 7 – Fire Flow Test Witness Request:</b>  <a href="http://anaheim.net/DocumentCenter/View/33781">http://anaheim.net/DocumentCenter/View/33781</a>            Fire flow data is required for most public water improvement projects to determine fire flow and sprinkler system requirements.</p>	<input type="checkbox"/>

If you have any questions regarding this document, please contact Water Engineering at (714) 765-5196.