



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

INITIAL PLAN SUBMITTAL

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

Submittal

1. One 8 ½ x 11 Plan View Drawing of the proposed services.
2. One completed Fire Service Plan Checklist.
3. One Private Water & Fire Study and Total GPM requirement for the project.
4. 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 OWD 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.

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



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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

OWD inspection team offers project for completion

- OWD Project Acceptance & Close-Out



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OWD CONTACTS

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