



WATER SERVICE APPLICATION

SUBMITTAL PACKET

INSTRUCTIONS

This document includes a list of information that is required to apply for a new or modified water service connection on a property in the City of Santa Barbara. For construction-related water service requests, please see the separate [Temporary Water Meter Application](#).

HOW TO SUBMIT

To submit a Water Service Application, you will need to create a new electronic application online. All applications, including all supporting plans and documents, are accepted online via our Permit Portal: [Accela Citizen Access \(ACA\)](#). More information on how to apply online: [Apply for a Permit](#).

WHAT TO SUBMIT

Fill out the Water Service Application (pages 3-4) and sign the Applicant's Affidavit (page 8). Provide any additional forms and supporting materials and submit it as a PDF attachment to your electronic submittal.

TIP! This document includes interactive forms with fields that you can fill in electronically—eliminating the need to print the form and complete it by hand. To begin, download and save a copy of this packet; click the text fields and start typing. Add an electronic signature by clicking the signature line and draw, type, or choose an image for your signature. Upload forms as a PDF attachment to your Public Works Permit.

WHO MAY APPLY

Meter reduction requests may be made by the property owner or authorized agent. Contact a qualified design professional to be sure that any reduction in the meter size is appropriate. All other applications for new or modified water service must be made by an appropriately licensed and insured contractor (Class A or C-34 CA State License) for construction work and Traffic Control in the public right-of-way.

WORK ORDER GUIDELINES

More information on the process and guidelines for scheduling a Work Order for a new or modified water service connection can be found on the [Water Applications](#) webpage. Please note that Service Tap work will be scheduled at a minimum of 8 weeks from Work Order issuance.

FEES

Payment of fees is required for all applications.

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Fees

Once the complete application is submitted, City staff will follow up electronically with an invoice for the initial fee amount. Fees may be paid online, mailed, faxed, or dropped off at 630 Garden Street for processing. For more information on how to submit your fees, see: [Fee Information](#).
(A complete listing of fees is available on the Public Works [Forms & Applications](#) webpage, under the General Information menu, and may be used to estimate fees.)

PLANS & SUPPORTING MATERIALS

Plan sets are required as indicated below.

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Utility Site Plan

For all applications except meter reductions. See the [Utility Site Plan](#) handout for the required contents of a utility site plan submittal. Show location of backflow device if required. Maps are available at the Public Works Counter; contact PWCounter@SantaBarbaraCA.gov for assistance.

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Landscape and Irrigation Plan

For irrigation & agricultural meters. Submit a landscape plan drawn to scale and show the entire parcel; it must include the dimensions of the total irrigated area to be served by the irrigation meter, the total turf grass area, and a calculation showing how the amounts were determined. For agriculture, show dimensions of the commercial crop area and calculation of the crop area.

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Agricultural Business Operations

For agricultural meters. Submit documents proving the operation of a bona fide commercial enterprise for the purpose of providing income; such as: tax records, bills of sale, growers agreements, or other documents approved by the Public Works Director.

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Traffic Control Plan

For work within the public right-of-way. A Traffic Control Plan, or adequate written description, is required, and must be consistent with the current [California Manual on Uniform Traffic Control Devices \(CA MUTCD\)](#). See Part 6 “Temporary Traffic Control”.



Reductions in Meter Size

If your reduction request is for a commercial property, submit fixture calculations prepared by a professional with your application. If a fire suppression system is supplied by the meter, provide written confirmation from a fire sprinkler contractor approving the requested meter reduction.



Application Forms & Affidavits

All applicable forms in this submittal packet must be completed, signed, and submitted as a PDF attachment to your electronic submittal.

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WATER SERVICE APPLICATION

PROPERTY INFORMATION

Service Address:

APN or Block:

Check all that apply: ☐ On City Sewer ☐ On Private Septic System ☐ Private Water Well on Property

Number of Dwelling Units:

Existing:

Proposed:

Total:

PERMIT INFORMATION *(Note: Approval of related applications is required before applying for water service)*

Building (BLD) Permit #.:

Fire Sprinkler (FIR) Permit #:

Permit Type: ☐ New Building ☐ Existing Building ☐ Demo/Rebuild ☐ Sep. Meters for Existing UnitsTap Request: ☐ New ☐ Add ☐ Abandon ☐ Relocate If yes, No. of Feet:WATER SERVICE TAP *Indicate number of each size requested*

1"	2"	4"	6"	8"

PRIVATE FIRE LINE TAP *Indicate number of each size requested*

2"	4"	6"	8"	10"

OWNER'S INFORMATION

Name:

Email:

Mailing Address:

Phone:

APPLICANT'S INFORMATION *Choose:* ☐ Property Owner ☐ Public Utility ☐ Owner's Agent

Name:

Email:

Mailing Address:

Phone:

CONTRACTOR'S INFORMATION

Name:

Contractor's License #:

Mailing Address:

Phone:

Email:

PROJECT DESCRIPTION

Contractor to Complete: Describe the proposed construction work including dimensions per City Standard Details. Include sizes and locations of services and water meters that are to be installed or abandoned and indicate preferred meter locations

Traffic Control Plan. Explain the traffic control plan for all work performed within the public right-of-way. The plan must be consistent with the California Manual on Uniform Traffic Control Devices (CA MUTCD).

NEW METER INFORMATION

In table below, fill in one line for each meter requested; use additional application for more than 10. Indicate Service Type for each meter. Indicate if a commercial classification is High Strength for the sewer service. See next page for Service Type Descriptions. Available meter sizes are: 5/8", 3/4", 1", 1½", 2", 3", 4", 6", and 8"

Meter Size	Service Site Addresses (Include Unit Numbers)	Single Unit	Multi-Unit	Comm.	Indust.	High Strength Sewer	Recycled Water*	Irrigation Only*
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

*Note: Backflow devices are required on irrigation meters, fire lines, buildings over three stories, and on potable connections at recycled water sites

SERVICE TYPE DESCRIPTIONS

WATER SERVICE TYPES	COMMERCIAL SEWER STRENGTHS
<ul style="list-style-type: none"> • Single Unit Residential: All meters serving one detached dwelling unit • Two-Unit and Multi-Unit Residential: All meters serving one attached dwelling unit, an ADU, or two or more dwelling units • Commercial: All meters serving mercantile buildings, motels and other short term lodging establishments, office buildings, institutional buildings, schools, churches, and other commercial establishments. • Industrial: All meters serving laundries (other than self-service laundries), manufacturing facilities, and other industrial facilities. • Recycled Water: All meters providing municipally treated recycled wastewater that meets State of California Title 22 water quality standards. • Irrigation: Refer to Irrigation Meter Form for Irrigation Service Types. 	<p>Regular Commercial Class: Applicable to all light commercial uses, including, but not limited to, office/professional buildings, banks, institutional and public buildings, schools, colleges, day cares, churches, retail and department stores, utilities/water companies, light manufacturing, auto sales/repair/storage, car washes, warehouses, packing plants, parks, recreation, golf courses, auditorium/stadiums, clubs/lodge halls, parking lots, nurseries and greenhouses, rest homes, common areas of condominium projects, community apartment projects, and mobile home parks; mixed use (commercial and residential) projects; industrial condos, hotels; bed and breakfasts; service stations; miscellaneous industrial uses; lumber yards/mills; heavy industry; mineral processing; self-service laundry; hospitals; tasting rooms that do not manufacture alcoholic beverages onsite; shopping centers, both regional and neighborhood, and self-service laundry facilities located within multifamily housing complexes provided that the discharge characteristics are limited to wastes typical of other uses in this class.</p> <p>High Strength Commercial/Industrial Class: Applicable to all high strength commercial or industrial uses, including, but not limited to, food processing establishments, including bakeries; donut shops; butchers; restaurants (including fast food restaurants); delicatessens; hotels/motels with restaurants; industrial launderers; supermarkets/grocery stores; seafood processors; dairy processors; and alcoholic beverage producers, including breweries, wineries, and distilleries. Also applicable to mortuaries, cemeteries, and mausoleums; and other commercial establishments with waste characteristics similar to those included above.</p>

The following typical operating ranges for City meters are provided for information only. Customers should seek the advice of a licensed plumbing professional to ensure that their meter size is appropriate.

WATER METER MODEL TABLE

METER SIZE	MAKE	MODEL	TYPICAL OPERATING RANGE (GPM)
5/8"	Badger	M25	1/2 – 25
3/4"	Badger	M35	3/4 – 35
1"	Badger	M55	1 – 55
1"	Badger	M70	1 1/4 – 70
1 1/2"	Badger	M120	2 1/2 – 120
2"	Badger	M170	2 1/2 – 170

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METER REDUCTION FORM

Complete this form to request a reduction in the size of a City water meter. Include fixture calculations as requested by City Staff. Consult with a design professional to determine appropriate meter size.

METER INFORMATION

Service Address:

Water Account No.:

Meter No.:

Current Meter Size: ☐ 5/8" ☐ 3/4" ☐ 1" ☐ 1 1/2" ☐ 2" ☐ 3" ☐ 4" ☐ 6" ☐ 8"Requested Meter Size: ☐ 5/8" ☐ 3/4" ☐ 1" ☐ 1 1/2" ☐ 2" ☐ 3" ☐ 4" ☐ 6" ☐ 8"Service Type: ☐ Single-Unit ☐ Two-Unit/Multi-Unit ☐ Commercial ☐ Industrial ☐ Other:

No. of Dwelling Units Served by Meter:

Total Dwelling Units on Site:

Meter Serves a Fire Suppression System: Yes No

FIXTURE UNIT WORKSHEET

Indicate the number of fixtures that are served by the meter you are proposing to reduce.

TYPE OF FIXTURE	QUANTITY
1. Bar Sink	
2. Bathroom Sink (Lavatory)	
3. Bathtub; Combo Bath/Shower	
4. Bidet	
5. Clinic Sink	
6. Clothes Washer (Domestic)	
7. Dental Unit (Cuspidor)	
8. Dishwasher (Domestic)	
9. Drinking Fountain/Watercooler	
10. Hose Bibb	
11. Kitchen Sink (Domestic)	
12. Laundry Sink	

TYPE OF FIXTURE	QUANTITY
13. Service Sink or Mop Basin	
14. Shower	
15. Toilet (1.28 GPF)	
16. Toilet (1.6 GPF Flushometer Tank)	
17. Toilet (1.6 GPF Flushometer Valve)	
18. Toilet (1.6 GPF Gravity Tank)	
19. Toilet (3.5 GPF Flushometer Valve)	
20. Toilet (3.5 GPF Gravity Tank)	
21. Urinal (>1.0 GPF)	
22. Urinal (1.0 GPF)	
23. Urinal (Flush Tank)	
24. Whirlpool Bath; Combo Bath/Shower	

IRRIGATION SYSTEM

Choose All That Apply: ☐ Drip ☐ Sprinklers ☐ Microspray ☐ None No. of Sprinkler Heads*:Existing Irrigation Meter: ☐ Yes ☐ NoProposed Irrigation Meter: ☐ Yes ☐ No

*Use the largest number per irrigation zone. (e.g., if you have three zones with 10, 8, and 5 sprinkler heads, indicate 10.)

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IRRIGATION METER FORM

Complete this form to request water service from the City under the category of "Irrigation-Potable". Irrigation meters are best for large landscapes and are for outdoor irrigation purposes only.

IRRIGATION SERVICE TYPE

- ☐ **Irrigation – Residential** (serving only landscaping at residential properties)
- ☐ **Irrigation – Commercial** (serving only landscaping at commercial, industrial, or institutional properties)
- ☐ **Irrigation – Recreation** (serving only landscaping at public recreational areas and other qualifying uses)
- ☐ **Irrigation – Agriculture*** (serving bona fide commercial agricultural enterprises intended to produce income)

**Agricultural uses require an [Agricultural Use Permit](#) through the City's Planning Division and documentation proving a commercial agricultural operation. Contact Water Resources Specialist (805) 564-5377 for questions*

METER INFORMATION

Service Address:

Check all that apply: ☐ New Meter ☐ Re-Classify Existing Meter ☐ Meter Serves Fire Suppression System

Re-Classify Existing Meter:

Existing Meter No.:

Existing Water Account No.:

Irrigation – Agricultural:

Crop Area:

sq. ft.

Irrigation – All Others:

Non-Turf Grass Area:

sq. ft.

Turf Grass Area:

sq. ft.

Meter Size:*

☐ 5/8"

☐ 3/4"

☐ 1"

☐ 1½"

☐ 2"

☐ 3"

☐ 4"

☐ 6"

☐ 8"

**For meters larger than 5/8", attach a calculation of the maximum flow rate (gpm) to be served by this meter*

CONDITIONS OF APPROVAL

Service is subject to the following conditions. By signing and submitting this application, applicant/owner acknowledges and agrees to comply with the rules, regulations, and ordinances related to City water and sewer service; including:

- Irrigation service is limited to outside water use; no connection to any residential, commercial, institutional, or industrial structure is allowed.
- Irrigation – Agriculture service is limited to the irrigation of crops of bona fide commercial enterprises growing agricultural or horticultural products for the purposes of producing income. Water service may only be used to water those crops; allotments for agriculture meters will not include any ornamental landscaping.
- Customers are subject to Wastewater Capacity Charges to reclassify from an irrigation class to another class.
- The City reserves the right to shut off water as necessary to verify that the meter serves only allowed uses.
- Service is subject to interruption during a Stage III Drought Condition (SBMC §14.20.215.B.3).
- Reduced Pressure Principal backflow prevention assembly is required to be installed on all irrigation meters.

4 APPLICANT'S AFFIDAVIT

Under penalty of perjury the following declarations are made:

- a. I certify that I have read this application and state the above information is true and correct to the best of my knowledge.
- b. I am the property owner, authorized agent of the property owner, or other person having a legal right, interest, or entitlement to the use of the property that is the subject of this application.
- c. I understand that it is my responsibility to determine that the requested meter size complies with code requirements and will provide adequate flow and pressure for the property.
- d. For meter reduction requests, I understand the original meter capacity will be reserved for the service connection for 12 months. If more than 12 months have elapsed since the smaller meter was installed, I will be charged the difference in Water and Sewer Capacity Charges between the smaller meter size and the larger meter size.
- e. I understand approval of this permit does not waive any requirements, laws, or ordinances of the City of Santa Barbara.
- f. I do assume responsibility for, and guarantee payment of, all water bills incurred at the address listed on this application form until I have given official notice to the City Water Billing Office to discontinue service.
- g. I understand that as soon as service is installed, I must begin payment on the service. I agree to comply with all rules, regulations, procedures, and ordinances related to City water and sewer service as established by the City. I further agree to pay all water bills promptly by the due date on my bill. Should my bill become delinquent, I am aware that my utility service may be temporarily interrupted until the bill and any delinquent and penalty charges are paid per the City's Suspension of Water Service Policy posted on the City's website.

APPLICANT'S SIGNATURE:

Applicant's Signature

Date

Applicant's Name (printed)

Title (contractor, etc.)