

APPLYING FOR PRIVATE FIRE PROTECTION (PFP) SERVICE

EFFECTIVE DATE: January 2018

PRESIDENT'S MESSAGE

The installation of Private Fire Protection (PFP) services in new and remodeled homes is required by the California Fire Code (CFC) and Ordinance No. 2010-01, adopted by the Coastside Fire Protection District. Ordinance No. 2010-01 states that the Section 903.2.1 of the CFC should be amended within the service area as follows: automatic fire sprinkler systems shall be installed and maintained in (1) every new building or structure of any type, use, occupancy, or size which requires a building permit issued by the City of Half Moon Bay or the County of San Mateo, and (2) any remodel to an existing building that includes a total floor area of 3,600 feet or more, is three or more stories in height above the fire department access level, or the remodel, alterations, or repairs exceed 50% of the estimated valuation of such building or structure within any 60-month period.

Before applying for PFP service, Applicants for commercial and multi-family structures of five or more units must submit a ***Private Fire Protection Service Request for Available Flow Form*** for the property to be served. MWSD will perform Maximum Day Demand Hydraulic Model Analysis of the water distribution system at the service location and provide the Applicant with flow and pressure information to serve as a guideline for designing the fire service.

DISCLAIMER

Applicants will find this information helpful in understanding the process of applying for a PFP service. The charges and fees in this information packet are presented only as guidelines for cost estimates. All requests for preliminary cost estimates must include an address and accurate service location. Final quotations will not be issued until a properly completed application is submitted, reviewed, and approved by the District. Availability of an existing main and/or unusual installation conditions may increase your final cost.

Applicant is fully financially responsible for the installation and testing of the PFP service from the MWSD water main to the proposed structure, including the backflow prevention device and the PFP meter. The District oversees the portion of the water service installation from the main line to the PFP meter (outside the property line), including the installation by a District-Certified Contractor. The Applicant is responsible for all installation inside the property line, and the District does not oversee this portion of the installation.



Montara Water & Sanitary District

PFP Application Process

Step 1
If required, Applicant completes and submits the **PFP Service Request for Available Flow Form (N-1)** to MWSD (see pg. 1 of Guidelines for more information).

Applicant completes and submits the following to MWSD:

- **PFP Service Request Form (P-1)**
- **Hydrant Requirement Form (Q-1)** (must work with Coastside Fire Department (650 726-5213) to complete form Q-1)

Applicant pays all initial application fees (pg. 1 of PFP Guidelines) at MWSD office or by mail.

Step 2

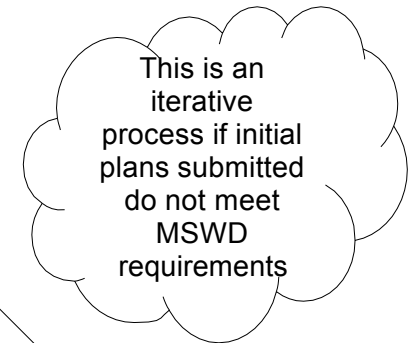
Applicant submits a copy of the following to MWSD office or by mail:

- **Fire Sprinkler Plans** (a copy) – approved by Coastside Fire Department
- **County of San Mateo Fire Sprinkler Permit Application** (a copy)

Applicant completes and submits the following to: MWSDwaterengineer@srtconsultants.com

- **PFP plan**, stamped by a Professional Engineer, registered in California (see R-1)
- A **Detail Sheet** showing MWSD's Standard Drawings: SD11, SD17, SD18, SD19, SD20, SD21, and SD22 (R-2.1-2.7)
- **Checklist for PFP System Installation Form (R-3)**

Applicant provides full payment of the PFP Connection Fee and meter cost. MWSD will obtain the meter.



Step 3
MWSD reviews Applicant's package. With input from District Engineer, Applicant will produce a set of plans that are ready for the Contractor bidding process.

Step 5

- MWSD provides a *Pre-Construction Verification of Service* to the County of San Mateo stating that applicant met the PFP requirements for a Building Permit.
- MWSD sends plan out for bid to District-Certified Contractors. This is a competitive process where the lowest bid wins.

Step 4
Applicant, upon District approval, furnishes two (2) 24"x 36" hard copies of plans to the MWSD office or by mail.

Step 6
Applicant provides full payment for Installation Cost (pg. 5 of PFP Guidelines) to MWSD office or by mail.

Note: Applicant must pay all outstanding charges before installation will be scheduled.

Step 7
MWSD schedules a time for the District-Certified Contractor to install the portion of the PFP within the public right-of-way.

Note: Contractor will obtain the encroachment permit and backflow prevention device.

Step 8
Applicant contacts the following offices to arrange for an appointment to turn on fire services:

- MWSD: (650) 728-3545
- Coastside Fire District (650) 726-5213

Step 9
MWSD submits a *Post-Construction Verification of Service* for the Applicant to the County of San Mateo Building Department.

Applicant's Responsibility
 MWSD's Responsibility

Items to be completed by Applicant
(Appendix location)

Items to be completed by MWSD

Special Note

MWSD encourages Applicants to review the entirety of this packet and application process before starting. This will help minimize misinformation and shorten the review period.

Contact Info

MWSD Office:
 8888 Cabrillo Hwy
 Montara, CA 94037

Mailing Address:
 MWSD P.O. Box 370131
 Montara, CA 94037



PFP Application Process Guidelines

MONTARA WATER & SANITARY DISTRICT

P.O. BOX 370131 • MONTARA, CA 94037 • (650)728-3358

STEP 1

If required, Applicant completes and submits the **PFP Service Request for Available Flow** form (N-1) to MWSD. This form is required for commercial and multi-family structures of five or more units. Based on the information provided, MWSD will perform Maximum Day Demand Hydraulic Model Analysis of the water distribution system at the service location and provide the Applicant with flow and pressure information to serve as a guideline for designing the fire service.

Applicant shall complete and submit the following:

- **PFP Service Request Form (P-1)**
- **Hydrant/Fire Service Requirement Form (Q-1)**
 - Applicant works with Coastside Fire Department (650) 726-5213 to complete this form.

Applicant pays all initial fees:

INITIAL APPLICATION FEES

Fee	Cost
Administrative Fee	\$505
Inspection Fee	\$477
Engineering Deposit	\$2,737
TOTAL Application Fees	\$3,719

Note: Applicant must pay full cost of Engineering Review. If the review cost exceeds the initial deposit amount, additional funds may be requested by the District.

Fees are reviewed annually and are subject to change without notice.

Forms and payment can be submitted at the MWSD office or by mail:

8888 Cabrillo Hwy
Montara, CA 94037

P.O. Box 370131
Montara, CA 94037



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STEP 2

Applicant submits a copy of the following to MWSD office of by mail:

- **Fire Sprinkler Plan** (a copy) – approved by the Coastside Fire Department
- **County of San Mateo Fire Sprinkler Permit Application** (a copy)

Applicant completes and submits the following to MWSDwaterengineer@srtconsultants.com :

- **PFP plan**, stamped by a Professional Engineer registered in California. Specifications are included below and a sample plan is attached (R-1).
- A **Detail Sheet** showing MWSD's Standard Drawings: SD11, SD17, SD18, SD19, SD20, SD21, and SD22 (R-2.1-2.7).
- **Checklist for PFP System Installation Form** (R-3).

Applicant provides full payment for PFP Connection Fee to the MWSD office or by mail:

8888 Cabrillo Hwy
Montara, CA 94037

P.O. Box 370131
Montara, CA 94037

Details of the PFP Connection Fee are provided on pg. 4 of these Guidelines.

PFP PLAN

The PFP site plan you submit must include the following information:

Property Specifications

- Property line
- Roadways, sidewalks, and driveways
- Fire hydrants
- Property and building elevations
- Proposed future improvements

Utilities Specifications

- Gas
- Sewer
- Domestic water main
- Electric service

Private Fire Protection Service Components

- Location and size of water meter (must be outside property line in the public right-of-way)
- Location and size of backflow prevention device (must be inside property line)
- Distance between sewer line and water line
- Pipeline length and diameter from water main to water meter
- Pipeline length and diameter from water meter to backflow prevention device
- Pipeline length and diameter from backflow prevention device to house

See sample PFP plan attached (R-1).



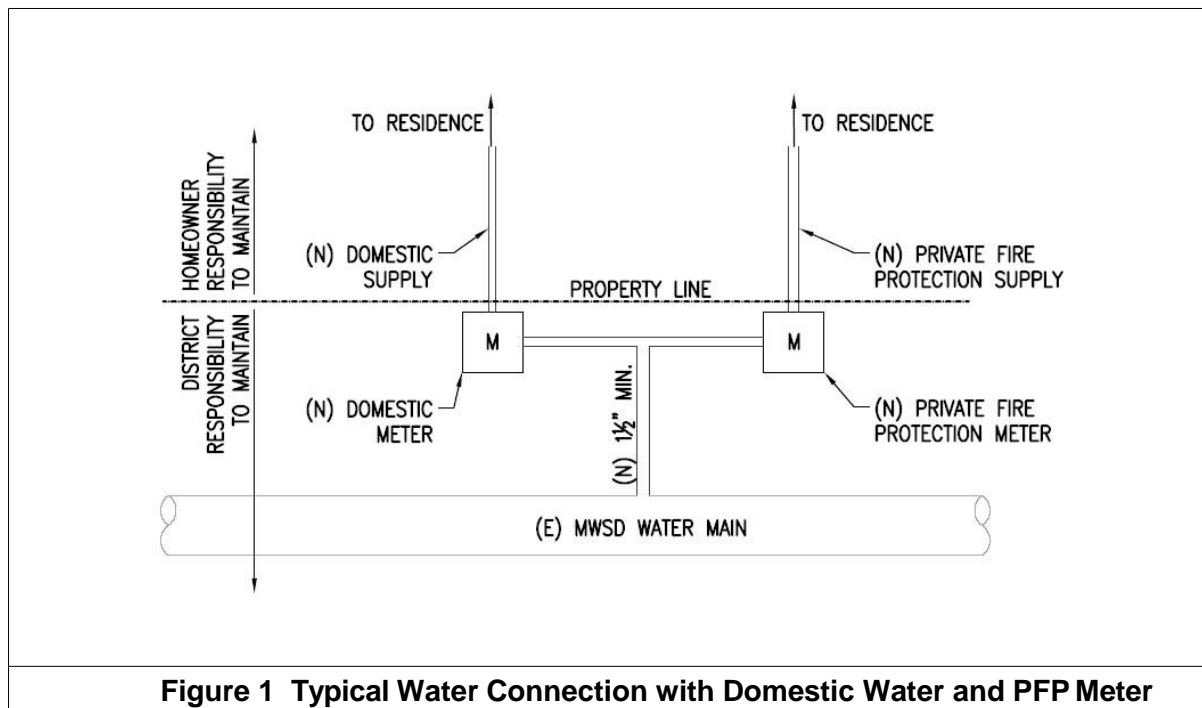
PFP Application Process Guidelines

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SPECIAL NOTES ON PFP PLAN

1. PFP meters must be installed outside the property line.
2. PFP water meter and backflow device are subject to MWSD approval. The size of PFP water meter and backflow device must be the same or greater than the PFP service line from the District's main to the PFP water meter.
3. The backflow prevention device must be a reduced pressure (RP) device
4. NO meters and NO backflow prevention devices are to be installed in driveways.
5. The exact location of existing sewer and water appurtenances¹ may not be known; the Applicant is encouraged to physically locate them via potholing² prior to submitting the PFP Plan.
6. The District is concerned with the service connection from the main to the PFP meter (in the public right-of-way) to ensure the protection of public health. The installation of this portion will be overseen by the District. The service connection from the PFP meter to the house is the applicant's responsibility.
7. If the Applicant is installing a PFP service in conjunction with domestic service, MWSD requires that the services be designed and installed as per Figure 1, below; all details in the figure must be included in the site plan. The lateral must have a diameter of at least 1 ½”.



1 Accessories, components of the sewer and water system

2 Digging one or more test-holes



PFP Application Process Guidelines

MONTARA WATER & SANITARY DISTRICT

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PFP CONNECTION FEE – EFFECTIVE JANUARY 1, 2018

Upon completion of the design review, the Applicant will be required to submit payment to MWSD for the connection fees, listed below.

Connection Size	Cost
3/4 to 5/8"	\$5,106
1"	\$8,528
1 1/2"	\$17,002
2"	\$27,215
3"	\$51,058
4"	\$85,119
6"	\$141,885
8"	\$236,525
10"	\$394,284

The cost of the physical water meter will be collected at this time as well; the meter will be provided by MWSD.

STEP 3

MWSD reviews Applicant's package including the following:

- **PFP Service Request Form (P-1)**,
- **Hydrant Requirement Form (Q-1)**
- **Checklist for Water System Installation Form (R-3)**; and
- **PFP site plans, including all MWSD details.**

Applicant provides a set of plans that are ready for the Contractor bidding process. This is an iterative process if initial plans submitted do not meet MWSD requirements. The plans will be returned to the Applicant for revision with comments from the District Engineer should the plans not meet the requirements.



PFP Application Process Guidelines

MONTARA WATER & SANITARY DISTRICT

P.O. BOX 370131 • MONTARA, CA 94037 • (650)728-3358

STEP 4

Applicant, upon District approval, furnishes two (2) 24" x 36" hard copies of **PFP site plan** and **detail sheet** to the MWSD office or by mail:

8888 Cabrillo Hwy
Montara, CA 94037

P.O. Box 370131
Montara, CA 94037

STEP 5

PRE-CONSTRUCTION VERIFICATION OF SERVICE

MWSD provides a *Pre-Construction Verification of Service* to the County of San Mateo stating that applicant met the PFP service requirements for a Building Permit.

PROJECT BIDDING

MWSD sends the project out for bid to District-Certified Contractors. Connecting to a water main line is a public health issue that, legally, can only be executed by a District-Certified Contractor. The Applicant may not use their own Contractor to install service outside the property line (from the main to meter). The bidding is a competitive process in which the lowest bid wins. After Contractor installation estimates are received, MWSD sends *Request for Payment* to Applicant.

NOTES: Contractor estimates are only valid for *2 months* after receipt. If Applicant anticipates installation of service to extend beyond *2 months*, obtaining Contractor estimates should be postponed until closer to construction. Allow 20 working days for calculation of installation charges by MWSD. For services larger than 2 inch, allow 30 working days.

STEP 6

Applicant provides full payment for Installation Cost to the MWSD office or by mail:

8888 Cabrillo Hwy
Montara, CA 94037

P.O. Box 370131
Montara, CA 94037

This fee is based on the winning bid for the Applicant's District approved PFP plan provided by a District-Certified Contractor. The fee includes the encroachment permit and backflow prevention device, which will be acquired by the Contractor; Applicant is responsible for paying all costs incurred during installation. Any costs incurred during installation by inaccurate depiction of utilities on the PFP plan shall be the Applicant's responsibility.



PFP Application Process Guidelines

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NOTE: Applicant must pay all outstanding charges before installation will be scheduled.

STEP 7

MWSD schedules a time for the District-Certified Contractor to install the portion of the PFP within the public right-of-way.

Note: Average time for installation is approximately 8 to 10 weeks after full payment is received. Following installation, the Applicant is fully responsible for the maintenance of the water service located inside the property line. The water services located outside the property line will be owned, operated, and maintained by the District.

STEP 8

Applicant contacts the following parties to arrange for an appointment to turn on fire service:

- MWSD [\(650\) 728-3545](tel:6507283545)
 - Coastside Fire District [\(650\) 726-5213](tel:6507265213)
-

STEP 9

MWSD submits a *Post-Construction Verification of Service* to the County of San Mateo Building Department stating that the applicant has met the PFP service requirements for a Certificate of Occupancy.



PFP SERVICE REQUEST FOR AVAILABLE FLOW

N-1

MONTARA WATER & SANITARY DISTRICT
P.O. BOX 370131 · MONTARA, CA 94037 · (650) 728-3358

PLEASE COMPLETE AND SUBMIT THIS FORM ONLY IF YOUR PRIVATE FIRE PROTECTION (PFP) SERVICE WILL SERVE A COMMERCIAL OR MULTI-FAMILY STRUCTURE.

APPLICANT INFORMATION

APPLICANT NAME	PHONE NUMBER
ADDRESS	
APPLICANT'S EMAIL ADDRESS	
COMPANY NAME	PHONE NUMBER

PROPERTY INFORMATION

ADDRESS	
ASSESSOR'S PARCEL NUMBER (APN)	
APPROXIMATE ELEVATION (IN FEET)	DESIGN FLOW (IF AVAILABLE, IN GPM)
PROPERTY TYPE (CIRCLE ONE)	FIRE SERVICE CONNECTION SIZE (IF AVAILABLE, CIRCLE ONE)
RESIDENTIAL GREATER THAN A FOURPLEX	COMMERCIAL
INDUSTRIAL	INSTITUTIONAL
	1.5" 2" 3"
	4" 6" 8" 10"

PLEASE PROVIDE A DETAILED DESCRIPTION OF YOUR REQUEST FOR PRIVATE FIRE PROTECTION SERVICE BELOW. PLEASE INCLUDE ALL POSSIBLE PRIVATE FIRE SERVICE CONNECTION LOCATIONS MEASURED FROM CENTERLINE OF NEAREST CROSS STREET. BE AS SPECIFIC AS POSSIBLE.

EXAMPLE	90	FEET	East	C.L. OF	Montara Ave	ON	South	SIDE OF	Main Street
LOCATION 1 (REQUIRED)		FEET		C.L. OF		ON		SIDE OF	
LOCATION 2		FEET		C.L. OF		ON		SIDE OF	
LOCATION 3		FEET		C.L. OF		ON		SIDE OF	

ADDITIONAL COMMENTS:

SIGNATURE

DATE



PFP SERVICE REQUEST

P-1

MONTARA WATER & SANITARY DISTRICT
 P.O. BOX 370131 · MONTARA, CA 94037 · (650) 728-3358

APPLICANT NAME		DATE
ADDRESS		HOME PHONE NO.
CITY	ZIP CODE	WORK PHONE NO.
E-MAIL ADDRESS OF APPLICANT		

OWNER/BILLING		DATE
ADDRESS		HOME PHONE NO.
CITY	ZIP CODE	WORK PHONE NO.
E-MAIL ADDRESS OF OWNER		

PFP METER DATA					
LOCATION	ADDRESS	LOT NO.	TRACT/SUBDIVISION	CITY	ZIP CODE
METER TO BE INSTALLED	SIZE/GPM	NO. OF METERS	ASSESSOR'S PARCEL NUMBER (APN):		
USE	<input type="checkbox"/> RESIDENTIAL	<input type="checkbox"/> APARTMENT	<input type="checkbox"/> COMMERCIAL	NO. OF UNITS _____	<input type="checkbox"/> OTHER _____
	<input type="checkbox"/> IRRIGATION	<input type="checkbox"/> FIRE HYDRANT	<input type="checkbox"/> PRIVATE FIRE SPRINKLERS	<input type="checkbox"/> INDUST	_____

The undersigned agrees to abide by all MWSD's rules and regulations in regards to the water system.

Signature

Date

FOR DISTRICT USE ONLY			
PFP METER INFORMATION		BACKFLOW PREVENTION DEVICE INFORMATION	
LOCATION		LOCATION	
SERVICE SIZE	METER SIZE	SERVICE SIZE	BACKFLOW PREVENTION DEVICE SIZE
MAKE		MAKE	
MODEL		MODEL	
SERIAL NUMBER		SERIAL NUMBER	
INITIAL TEST DATE		INITIAL TEST DATE	
INSTALLED BY		INSTALLED BY	
READING	DATE SET	READING	DATE SET
SUPERVISOR/FOREMAN		SUPERVISOR/FOREMAN	
METER NUMBER			
RADIO READ TRANSMITTER NO.			

HYDRANT REQUIREMENT FORM



MONTARA WATER & SANITARY DISTRICT
 P.O. BOX 370131 · MONTARA, CA 94037 · (650) 728-3358

Q-1

TO BE COMPLETED BY APPLICANT		FOR DISTRICT USE
PRINT NAME	E-MAILADDRESS	Est. No. _____ By. _____ Date _____ Map No. _____
MAILING ADDRESS	CITY ZIP CODE	
ATTENTION	PHONE NO.	
PROJECT ADDRESS/TRACT TITLE/LOT NO(S).		
ASSESSOR'S PARCEL NUMBER (APN):		

Before a water service estimate will be processed, the applicant must furnish fire hydrant information and fire flow requirements as specified by the fire district. MWSD does not represent or warrant that the Private Fire Protection Service will prevent any loss by fire or otherwise; or that the service will in all cases provide the protection for which it is installed or intended. Applicant acknowledges that MWSD is not an insurer, that Applicant assumes all risk of loss or damage to Applicant's premises or to its contents; that MWSD has made no representation or warranties, nor has Applicant relied on any representation or warranties, expressed or implied, except as set forth herein.

 Applicant Signature

 Date

TO BE COMPLETED BY APPLICANT THROUGH MEETING WITH FIRE DISTRICT
 CONTACT FOR FIRE DISTRICT: (650) 726-5213

FIRE HYDRANTS

NOT REQUIRED – Skip to Private Fire Services

REQUIRED: Public (Number of Hydrants _____) or Private (Number of Hydrants _____)

Specified to be a total of _____ gallons per minute supplied by _____ hydrant(s) flowing simultaneously for a duration of _____ minutes. Each individual hydrant shall provide a minimum flow of _____ gallons per minute.

(Unless otherwise indicated, fire flow is assumed at a minimum design residual of 20 psi in the water main under normal design flow conditions. Fire flow is a design factor and is not guaranteed.)

Remarks

 Fire District

 Phone No.

 Signature for Fire District

 Date

 Print Name

 Title

 E-mail Address



CHECKLIST FOR PFP SYSTEM INSTALLATION

R-3

MONTARA WATER & SANITARY DISTRICT
P.O. BOX 370131 · MONTARA, CA 94037 · (650) 728-3358

OWNER NAME		DATE
ADDRESS		HOME PHONE NO.
CITY	ZIP CODE	WORK PHONE NO.
ASSESSOR'S PARCEL NUMBER (APN)		

MAJOR COMPONENTS OF INSTALLATION	SIZE OF COMPONENTS	
	LENGTH (FEET)	DIAMETER (INCH)
Water Meter	--	
Pipe from MAIN to METER		
Pipe from METER to BACKFLOW PREVENTION DEVICE		
Backflow Prevention Device	--	
Pipe from BACKFLOW PREVENTION DEVICE to HOUSE		

Signature of Owner/Owner's Engineer

Date

PROCEDURE:

1. Send copy to District-Certified Contractor with approved plans
2. Send copies by email to District Clerk (for file) and District Superintendent

APPROVAL BY DISTRICT (FOR COMPLIANCE WITH DISTRICT STANDARDS ONLY):

- APPROVED
- NOT APPROVED

Signature

Date