



San Francisco Health Code Article 12C Checklist for Alternate Water Source System Permits

1. Submit a Water Budget Application to SFPUC
2. Submit a Non-Potable Implementation Plan to SFPUC (district-scale projects only)
3. Submit the following documents to SFDPH-EH pre-construction of the alternate water system:
a. Application to Operate an Alternate Water System
b. Application fee
c. Engineering report for SFDPH-EH review and approval
d. Declaration of Healthy and Safe Working Conditions form
4. Submit an Encroachment Permit Application with SFPW, if applicable
5. Complete the following for plan review and system construction:
a. Submit construction documents with system drawings for SFDBI-PID and SFDPH-EH plan check approval (parallel to the DBI Addenda permitting process)
b. Construct alternate water system
6. Complete the following for construction Inspections:
a. Schedule cross-connection testing with the SFPUC Water Quality Division
b. Submit evidence of satisfactory cross-connection protections and wet testing to SFDPH-EH
c. Schedule SFDPH-EH onsite construction inspection(s) of system for job card sign-off
7. Submit the following documents to SFDPH-EH post-construction of the alternate water system:
a. System Construction Verification letter signed and stamped by a PE
b. Operations and Maintenance Manual and startup plan
c. Treatment System Manager Affidavit
d. Evidence of a contract with a certified laboratory
e. Copy of Business Registration
8. SFDPH-EH will issue an operating permit upon completion of all items 1-7.
9. Operate in Conditional Startup Mode in accordance with all Rules, with approval by SFDPH-EH:
a. Treatment System Manager to submit monthly Data and Monitoring Reports
b. Operate the system under the conditions of the Conditional Startup Mode
10. Operate in Final Use Mode in accordance with all Rules, with approval by SFDPH-EH:
a. Pay annual tax collector renewal license fee
b. Submit routine Data and Monitoring Reports and Annual Reports
c. Notify SFDPH-EH of system changes, malfunctions, operator changes, etc.