



OCSD PROJECT CHECKLIST 2026

Intent-to-Serve & Final Will-Serve Process

This checklist outlines the District's application, plan review, construction, meter installation, and Final Will-Serve requirements. Requirements may vary by project type and scope.

1. APPLICATION SUBMITTAL

Intent-to-Serve Application

- ☐ Completed Intent-to-Serve Application
- ☐ Application fee: \$30 per single-family residential unit or applicable code
- ☐ Project deposit: \$1,500
- ☐ Digital preliminary project plans

Additional Plan Information

- ☐ For ADUs/JADUs, or projects with an existing 5/8-inch or 1-inch meter, provide a list of plumbing fixtures.
- ☐ County-approved plans, when available.

2. DISTRICT PLAN REVIEW

Step 1 – District Plan Review. The District will review the submitted plans and provide plan check comments. The initial review is estimated to take 1–2 weeks.

Step 2 – Plan Check Comments Addressed. The applicant or authorized agent must respond to and resolve all District plan check comments.

Step 3 – Intent-to-Serve Issued. Once the initial District requirements are satisfied, the District will issue the Intent-to-Serve letter by email.

Step 4 – District Fee Estimate. The District will provide an estimate of applicable water and sewer fees by email.

3. ADDITIONAL REQUIREMENTS

The following items must be submitted to the District, as applicable, before construction begins and/or before a water meter is installed or District inspections are performed.

Contractor & Construction Information

- ☐ Contractor's name and license number
- ☐ General liability insurance showing \$2,000,000 coverage and listing the District as an additional insured
- ☐ Workers' compensation insurance
- ☐ County of San Luis Obispo encroachment permit (if applicable)
- ☐ County of San Luis Obispo-approved traffic control plan (if applicable)

Other Agency Requirements

- ☐ Plan check letter from South San Luis Obispo County Sanitation District (805) 489-6666

ADUs may be exempt. Contact SSLOCSD for current requirements.

- ☐ Documentation from the San Luis Obispo County Fire Department of the fire review

ADUs may be exempt. Contact SLO County Fire for current requirements.

Approved Plans

- ☐ County-approved plans, when available
- ☐ District-approved plans and resolution of all District plan check comments

4. CONSTRUCTION & FIELD REQUIREMENTS

Temporary Water and/or Sewer Service Interruptions

If construction requires temporary discontinuation of water and/or sewer service:

- ☐ The applicant and contractor must provide 72-hour notice to all affected properties.
- ☐ If required conditions have not been met after notice has been provided, the work must be rescheduled.

Meter Installation & District Inspections

To request a water meter installation and/or District inspection:

- ☐ All applicable District fees must be paid and all applicable District requirements satisfied before meter installation or inspections are performed.
- ☐ Contact the District 2–3 business days in advance to schedule a meter installation or inspection.

5. IMPORTANT – UTILITY BILLING

Once a water meter is installed, water and sewer base charges and applicable consumption charges begin. These charges cannot be paused, stopped, waived, or refunded.

By submitting an Intent-to-Serve Application, the applicant acknowledges that they have read and understand this requirement and all other applicable District requirements.

6. FINAL WILL-SERVE

A Final Will-Serve letter will be issued once:

- ☐ All applicable District requirements have been satisfied.
- ☐ Required water and sewer fees have been paid.
- ☐ Required plans and supporting documentation have been approved.
- ☐ Water and sewer services have been approved by the District.

The Final Will-Serve confirms that the District's applicable requirements for water and sewer service have been satisfied.

CONTACT INFORMATION

Application, Plan Review & Project Requirements	Field Questions & Inspections
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