

# Quincy Community Services District

900 Spanish Creek Road

530-283-0836

## New Connection Procedure Checklist

1. \_\_\_\_\_ Complete a connection application, including a fixture unit tabulation and floor and plot plans as outlined below:
  - a. Floor plan to include the property owner's name, address, assessor parcel number, and drainage fixture and water supply fixture units as per the Uniform Plumbing Code.
  - b. Plot plan to include the items listed within Section A-2 of the enclosed document titled Lateral Connections to Existing Main Line.  
  
Prepare the plot plan on 8 ½ X 11 or 11 x 17 sheet, and use a 1"=20' scale; other size and scale upon approval from District.
2. \_\_\_\_\_ Submit the connection and service applications, and pay connection application fees.
3. \_\_\_\_\_ Schedule a field-site meeting with District staff to verify plot plan details.  
*Minimum 48-hour notification to District.*
4. \_\_\_\_\_ Pay connection and construction fee deposit, and obtain a Preliminary Connection Permit from the District for submittal to the County of Plumas, Building and Planning Services.
5. \_\_\_\_\_ Construct in accordance with approved connection plan.
6. \_\_\_\_\_ Schedule final inspections with District, including verification of water shut-off valve and two-way sewer cleanout installations. *Minimum 48-hour notification to District.*
7. \_\_\_\_\_ Submit a copy of the signed final Connection Permit to the County of Plumas, Building and Planning Services.