



New Construction Instructions

The following is the process to obtain a construction permit and water and sewer services for new construction through Emerald Bay MUD:

1. Obtain a building permit from Emerald Bay HOA
2. Contact Bill Harris and/or Laurie Threet at the MUD to set up a meeting to approve construction plans and construction permit
3. Pay MUD the correct amount of fees for new construction (\$1000 plus \$.15/sq.ft. under roof plus \$450 that goes into an escrow account to pay for building inspections, MUD does not receive any of the \$450 (3 total))
4. Take construction permit back to the architectural committee for final approval
5. Once the construction permit has final approval, the customer will need to request water and sewer services (**contractors are responsible for sewer tap installations**) **within a reasonable time frame from MUD** in order for the MUD to arrange for the water tap/water meter installation and must pay fees before work will be done. Fees are as follows:
 - Water Tap Fees - \$750.00
 - Parts & Labor – Actual Cost of Parts & Labor (Varies)
 - Road Bore (if needed) – Actual Cost of Bore (Varies)
 - Sewer Tap Fees - \$750.00
6. Once all fees have been paid & correct paperwork filled out and returned to MUD will provide **temporary** services through the construction process.
7. During the construction process the building inspector will make 3 inspections:
 - a. First inspection- Plumbing rough-in (before the slab is poured)
 - b. Second inspection- Framing top out (before sheetrock installed)
 - c. Final inspection- Upon completion
8. When construction is completed, a Customer Service Inspection (CSI) and a Backflow Prevention Assembly Test (BPAT) will be performed by the building inspector during his final inspection and must pass and the paperwork **must** be returned to MUD before **permanent** services will be provided.
9. MUD **must** approve the sewer tap installed by the plumber before sewer services will be granted.

Please be aware that services will only be provided by MUD for water and sewer if all steps are completed in full, all inspections are passed and all fees have been paid.