

INSTRUCTIONS TO SEWER CONTRACTORS
SEWER MAINTENANCE DIVISION
SADDLE INSTALLATION PROCEDURES

1. Sewer Maintenance Division (SMD) is equipped to install saddles on Vitrified Clay Pipes (VCP) only. Special arrangements will be necessary for saddle installations on plastic pipes. Allow additional time for non-VCP saddle installations. Notify the Los Angeles County Public Works Dispatch at (626) 458-4357 if a saddle is to be connected to a material besides VCP.
2. To schedule the saddle installation, the contractor must follow the instructions provided along with their Tap and Saddle Installation Permit receipt (instructions below). Appointments must be scheduled 48-hours in advance and ONLY on Tuesdays, Wednesdays, or Thursdays from 10 a.m. to 2 p.m.

Dispatch will contact SMD crews for the saddle installations.

When scheduling the saddle installation, keep your permit or receipt on hand since the permit or receipt number and other information will be required.

3. The contractor will furnish the saddle.
4. SMD personnel will tap the pipe and install the saddle.
5. The contractor is responsible for all excavations, barricades, lanterns, backfills, and resurfacing.
6. When requesting a saddle installation, the contractor should keep in mind the excavation must be complete before our crews arrive since they cannot wait on the job.
7. The saddle installation is a separate operation from the laying of the lateral pipe that provides the house connection and from the connection of the building waste line to the lateral; therefore, after the saddle is placed on the mainline sewer pipe, the contractor should follow the same procedure established by Building and Safety as for a house connection to a "Tee" or "Wye" Branch (Standard Plan below).
9. The contractor must excavate the sewer trench and expose the upper two-thirds of the barrel of the mainline sewer pipe where the saddle is to be applied. The trench shall be adequate in width to accommodate SMD personnel and braced in accordance with Trench Safety Orders of the State of California. No saddles will be installed on any length of pipe which already has an existing branch. If ground water is present, the contractor must provide equipment and labor to keep the trench dry during the installation.

SEWER CONNECTION PROCEDURE FOR THE MARINA DEL REY AND ANETA ZONE

1. All applicants for new sewer connections or for building alterations, which will result in increased discharge to the public sewer shall be submitted to the Southwest Building and Safety District office. The office is located at:

1320 West Imperial Highway, Los Angeles, CA 90044
Phone No.: (323) 820-6500/Fax No.: (323) 756-0780

2. Building and Safety will refer applicants to Land Development Division (LDD) for confirmation of adequate sewer capacity and to the City of Los Angeles for payment of sewer connection charges. The City's contact person and location for connection charge payment is as follows:

City of Los Angeles - West Los Angeles Engineering District Office
1828 Sawtelle Boulevard, 2nd Floor, Los Angeles, CA 90025-5516
Phone No.: (310) 575-8181 M-F 7 a.m. -4:30 p.m.

3. LDD will require the applicant to submit a Sewer Area Study and will collect the appropriate fee for determining sewer capacity availability, per Section 20.32.250 of the Los Angeles County Code. Additionally, LDD will request a flow measurement from SMD when warranted.
4. SMD will conduct the necessary flow test and provide LDD with the flow test data.
5. The Engineer/Developer will perform flow calculations to evaluate the adequacy of the existing local sewer to accommodate the increased flow and be required to pay sewer connection charges to the City of Los Angeles. Based on the results of the capacity study:
 - a. If adequate sewer capacity is available, LDD will provide the applicant with an approved copy of the Sewer Area Study. The applicant will then submit the approved copy of the Sewer Area Study and proof of payment of City connection charges to Building and Safety who may then issue the necessary permits.
 - b. If adequate sewer capacity is not available, LDD shall refer the case to the Sewer Advisory Committee for the needed sewer upgrades and notify the applicant. The applicant will then prepare and submit required sewer upgrade plans to LDD for review and approval. Following construction, LDD approval of the facilities for public use, and confirmation of the connection charge payment to the City, the necessary permits may be issued.
6. If a sewer saddle is necessary, Building and Safety will collect the installation fee specified by Section 20.32.200 of the Los Angeles County Code prior to issuance of the sewer connection permit.

**BUILDING AND SAFETY DIVISION
(Field Offices)**

Antelope Valley Office: 335A East Avenue K-6 Lancaster, CA 93535 (661) 524-2390 or (661) 524-2397	La Puente Office: 16005 East Central Avenue La Puente, CA 91744 (626) 961-9611 or (626) 333-0877
Calabasas Office: 26600 Agoura Road, Suite 110 Calabasas, CA 91302 (818) 880-4150	San Gabriel Valley Office: 125 South Baldwin Avenue Arcadia, CA 91007 (626) 574-0941 or (626) 574-0946
East Los Angeles Office: 4801 East 3rd Street East Los Angeles, CA 90022 (323) 881-7030	Southwest Office: 1320 West Imperial Highway Los Angeles, CA 90044 (323) 820-6500
Santa Clarita Office: 23757 Valencia Boulevard Valencia, CA 91355 (661) 222-2940 or (661) 222-2946	South Whittier Office: 13523 Telegraph Road Whittier, CA 90605 (562) 946-1390
Lomita Office: 24320 South Narbonne Avenue Lomita, CA 90717 (310) 534-3760	

How to Schedule An Appointment for Tap and Saddle

Step 1: Locate and Open the Permit from My Work

- Click on Permit link

The screenshot shows the EPIC LA (Los Angeles County - Electronic Permitting & Inspections) interface. The top navigation bar includes links like Home, Dashboard, Apply, My Work, Transportation, Building Permit Help, Customer Survey, Map, Pay Invoices, Report, Search, and Help. The 'My Work' section is active, with sub-tabs for MY INVOICES, MY PERMITS, MY PLANS, MY INSPECTIONS, and REQUEST INSPECTIONS. A search bar and a 'Display' dropdown menu are visible. Below, a table lists permits with columns: Permit Number, Project, Address, Permit Type, Status, and Attention Reason. The first row shows 'SWR12' with a status of 'Active' and a permit type of 'Sewer Tap & Saddle Installation - Fee only'. An arrow points to the 'SWR12' link in the Permit Number column.

Step 2: Request Inspection

Summary tab

- Click on Request

The screenshot displays the 'Summary' tab for permit 'SWR12'. The top section shows 'Permit Number: SWR12' and 'Status: Issued'. Below this, a tabbed interface includes 'Summary', 'Locations', 'Fees', 'Inspections', 'Attachments', 'Contacts', 'Sub-Records', and 'More Info'. The 'Summary' tab is selected, showing a 'Progress' donut chart at 0% completed. The 'Workflow' section lists three inspection tasks: 'Inspection - (Tu.W.Th 10am-2pm) - Scheduled' (twice) and 'Inspection - (Tu.W.Th 10am-2pm) -'. The 'Available Actions' section on the right includes a 'Request Inspection' button, which is highlighted with an orange box. Below it, the text 'DPW - Permit - Sewer Connection' is visible.

Step 3: Request Date/Time

Requested Date

- Select a date
- Enter your preferred time

Reminder:

- You must give a minimum notice of 2 business days in advance.
- Appointments are ONLY Tuesday, Wednesday, Thursday from 10am - 2:pm

[*Back](#)

Request Inspections (1)

*REQUIRED

1 #SWRC[REDACTED]

Inspection Type: Tap and Saddle Connection

Case Type: Sewer Tap & Saddle Installation - Fee only

Address:

Reminder:

- You must give a minimum notice of 2 business days in advance
- Appointments are ONLY Tuesday, Wednesday, Thursday from 10am - 2pm

* Requested Date

Enter Requested Time & Gate Code/Special Instructions

Submit

1 Case #SWRC20[REDACTED].7


Inspection Type: Tap and Saddle Connection

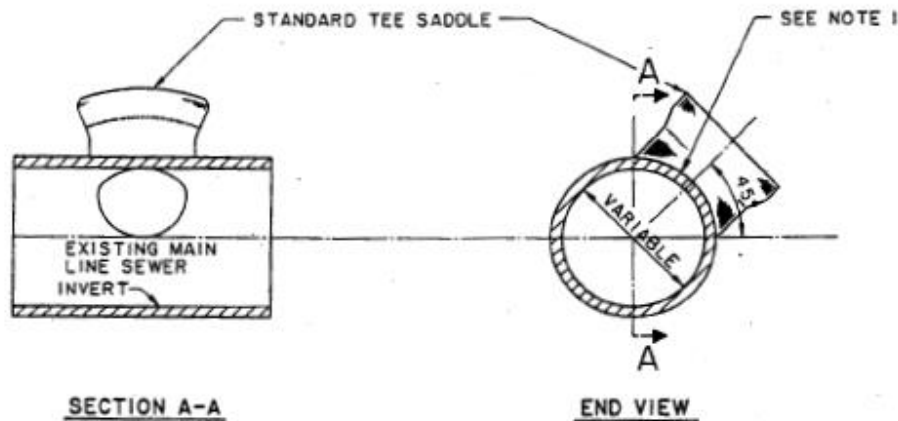
Case Type: Sewer Tap & Saddle Installation - Fee only

Address:

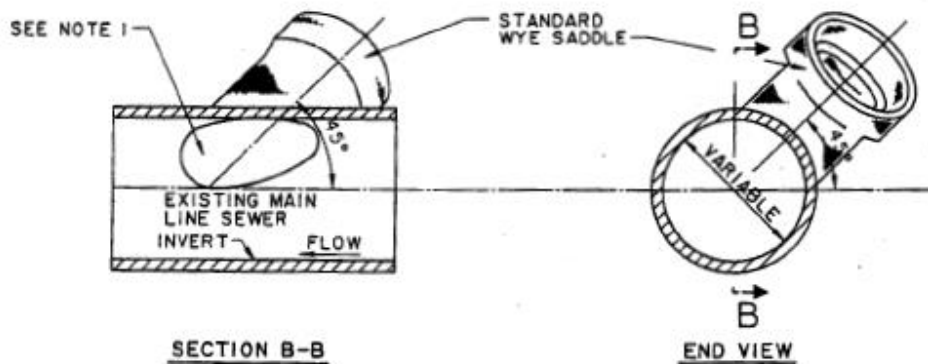
Requested Date: 09/16/2021

Enter Requested Time: 11am

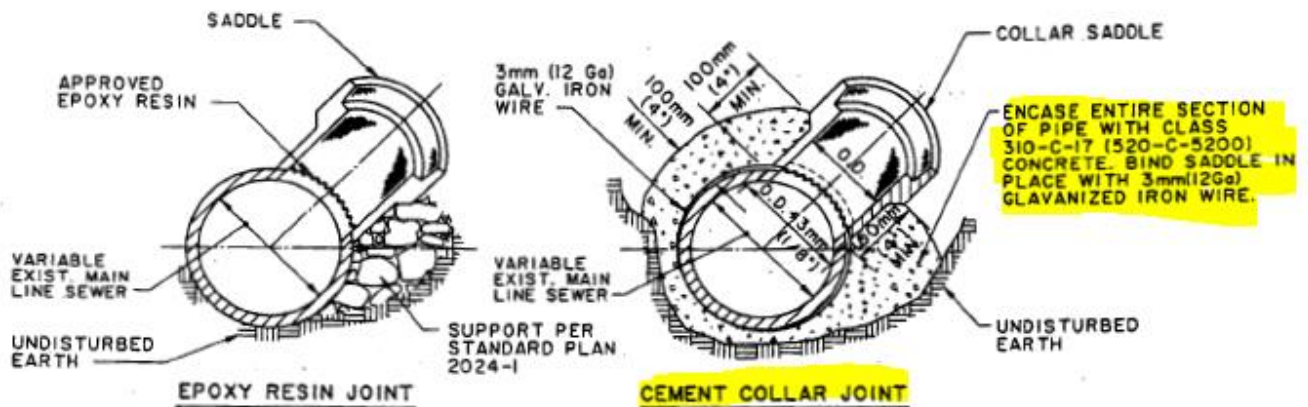




TEE SADDLE INSTALLATION



WYE SADDLE INSTALLATION



TEE OR WYE SADDLE JOINTS AND SUPPORT

LOS ANGELES COUNTY DEPARTMENT OF PUBLIC WORKS

SADDLES FOR HOUSE LATERALS

STANDARD PLAN
METRIC

APPROVED

Thomas A. Gilman
DIRECTOR OF PUBLIC WORKS

5/31/1992
DATE

1995, 1999

REVISIONS

2025-2

SHEET 1 OF 2

NOTES

1. A WYE OR TEE SADDLE SHALL BE INSTALLED BY CUTTING A NEAT HOLE CONFORMING TO THE INSIDE DIAMETER OF THE SADDLE WHEN USING A SADDLE WITHOUT COLLAR AS SHOWN IN EPOXY RESIN JOINT DETAIL. WHEN USING A SADDLE WITH COLLAR THE DIAMETER OF THE HOLE SHALL BE OUTSIDE DIAMETER PLUS 3mm(1/8") AS SHOWN IN CEMENT COLLAR JOINT DETAIL.
2. BROKEN PIECES FROM CUTTING OF THE MAIN LINE SEWER MUST BE EXTRACTED CAREFULLY PRIOR TO PLACEMENT OF THE SADDLE.
3. THE SADDLE SHALL BE CEMENTED INTO PLACE USING CLASS "D" CEMENT MORTAR PER SECTION 201-5.1 OR OTHER CEMENTING AGENT APPROVED BY THE DEPARTMENT. THE SADDLE SHALL BE HELD SECURELY IN PLACE WHILE THE CEMENT OR OTHER APPROVED CEMENTING AGENT SETS. THE INSIDE OF THE JOINT BETWEEN PIPE AND SADDLE SHALL BE FILLED WITH CEMENTING MATERIAL AND NEATLY ROUNDED.
4. FOR INSTALLATION OF TEE SADDLE FOR CHIMNEY BASE REFER TO NOTES ABOVE AND APWA STANDARD PLAN 220, NOTE 6.
5. DIMENSIONS SHOWN ON THE PLAN FOR METRIC AND ENGLISH UNITS ARE NOT EXACTLY EQUAL VALUES. IF METRIC UNITS ARE USED, ALL VALUES USED FOR CONSTRUCTION SHALL BE METRIC VALUES. IF ENGLISH UNITS ARE USED, ALL VALUES USED FOR CONSTRUCTION SHALL BE ENGLISH VALUES.

LOS ANGELES COUNTY DEPARTMENT OF PUBLIC WORKS

SADDLES FOR HOUSE LATERALS

STANDARD PLAN
METRIC
2025-2
SHEET 2 OF 2