

## Paying Permit Fees by Credit Card Payment

1. Pay in advance of submitting well permit applications:
  - a. Fill out Permit Fee Calculation Form
  - b. Call District's cashier at 408-630-2270
  - c. Make payment
  - d. Print out receipt (email will be forwarded to you following payment)
  - e. Attach copy of receipt to Permit Fee Calculation Form
  - f. Submit permit application packet:
    - i. Completed Permit Applications
    - ii. Completed Permit Fee Calculation Form
    - iii. Receipt of credit card payment
  
2. Permit Application Packet can be submitted four ways:
  - a. Walked in to 5750 Almaden Expressway
  - b. Mailed to: Santa Clara Valley Water District – Well Permits, 5750 Almaden Expressway, San Jose, CA, 95118-3614
  - c. FedEx, UPS: Santa Clara Valley Water District – Well Permits, 5905 Winfield Blvd., San Jose, CA 95123-2428
  - d. Emailed to [wellpermits@valleywater.org](mailto:wellpermits@valleywater.org)