

Demolition Permits

Policy and Procedure No.: **B-16-32**

December 2016

Purpose:

A permit is required for the demolition of any commercial or residential building. The following documentation must be submitted to Elk Grove Building Safety & Inspection for the review and issuance of a demolition permit:

Plan Submittal for Construction

- A completed City of Elk Grove Permit Application.
- A completed Construction & Demolition Debris Recycling Program Application.
- Three (3) copies of a site plan. The site plan should provide the following information:
 - Building locations, square footages and tree protection measures.
 - Water service and sewer lateral serving the site will be properly disconnected and sealed.
 - Excavations will be filled to the extent that they do not represent a hazard and the rubble and debris has been removed from the site.
 - Gas and electric services will be properly terminated.
- Proof of Sacramento Air Quality Management District approval (for non-residential buildings or if a residential building is being replaced with commercial or industrial buildings).
- Copy of permit approval from Sacramento Environmental Management (for abandoned wells or septic tanks).

- Planning Department approval (this review is obtained internally).
- Encroachment Permit with the Public Works Department. Please contact their department directly for their requirements and to obtain their approval prior to obtaining a Building Demolition Permit. You can reach the Public Works Department at (916) 478-2256.

Plan Review Timelines

Allow a minimum of **five (5)** business days for the plan review.

Minimum Size Plan Requirements

Minimum 11" x 17" plans fully dimensioned, clear and legible. Single line floor plans are unacceptable.

Fees

It is recommended that you visit the Building Inspection & Safety counter to review all applicable building fees prior to plan submittal.

Application Forms

An Application for Permit form may be obtained at www.elkgrovecity.org or requested at the Building Safety & Inspection office located at:

Address: **8401 Laguna Palms Way**
Phone: **(916) 478-2235**
Hours: **Monday through Friday**
8:00 am - 5:00 pm

Agency Contact List

Revised Jan. 2018

Elk Grove Planning Department

8401 Laguna Palms Way
Elk Grove, CA 95758
(916) 478-2265

Elk Grove Development Services Engineering

8401 Laguna Palms Way
Elk Grove, CA 95758
(916) 627-3436

Elk Grove Public Works Department

8401 Laguna Palms Way
Elk Grove, CA 95758
(916) 478-2256

Cosumnes CSD Fire Department

10573 East Stockton Blvd
Elk Grove, California 95624
(916) 405-7111

Elk Grove Code Enforcement

8401 Laguna Palms Way
Elk Grove, CA 95758
(916) 687-3023*1

Elk Grove Unified School District

9510 Elk Grove-Florin Road
Elk Grove, CA 95624
(916) 686-7711

Sacramento County Environmental Management Department

10590 Armstrong Avenue
Mather, CA 95655
For food establishments (916) 874-6010 For septic tanks and wells (916) 875-8400

Sacramento County Regional Sanitation District

[Sewer impact fees]
10060 Goethe Rd., Sacramento, CA 95827
Mather, CA 95655
(916) 876-6100/Fax: 854-8863

Sacramento County Technical Resources

[water / sewer connection, impact / drainage fees]
827 7th Street
Sacramento, CA 95814
(916) 874-6544

Sacramento County Assessor's Office

3701 Power Inn Rd., Suite 3000
Sacramento, CA 95826
(916) 875-0700

Integrated Waste

8401 Laguna Palms Way
Elk Grove, CA 95758
(916) 627-3452

Sacramento Metropolitan Air Quality

777 12th Street, 3rd Floor
Sacramento, CA 95814
(916) 874-4800

Elk Grove Water District

9257 Elk Grove Blvd
Elk Grove CA 95624
916-685-3556



BUILDING SAFETY & INSPECTION
(916) 478-2235, phone / (916) 691-4757, fax

INTEGRATED WASTE
(916) 627-3452, phone / (916) 691-3173, fax

www.elkgrovecity.org

Information on this report will not be disclosed except as required under the law.

WASTE MANAGEMENT PLAN (Pre-Demolition / Pre-Construction)

Intake Person: _____ Case Number: _____

This Waste Management Plan must be submitted and approved before your building permit will be issued.

The accompanying Waste Log must be submitted after your final inspection, or probationary measures may be imposed. See Section G.

A. Building Project Identification Parcel No. _____ Lot No. _____

Job Address: _____ Zip Code: _____

Contractor: _____ Phone: _____

Address: _____ E-mail: _____

Owner: _____ Phone: _____

Address: _____ E-mail: _____

B. Type Of Work Residential Commercial Estimated Total Construction Costs: \$ _____

sq ft New Construction (including sq ft addition) sq ft Alteration sq ft Whole Structure Demolition

Briefly describe the project:

C. Materials Required To Be Recycled The five (5) material types that are required to be recycled are listed below. You can either source-separate them, or mix them and send the load to a Certified C&D Sorting Facility.

Please check all the recyclable materials you anticipate will be generated during the project:

Scrap Metal (structural steel, ductwork, gutters, pipes, appliances, fixtures, fencing & railing, sinks, tubs, roofing material, etc.)

Inert Materials (dirt, soil, rocks, concrete, asphalt paving, brick, block, etc.)

Corrugated Cardboard (mostly from packaging)

Wooden Pallets (whole or broken)

Clean Wood Waste (unpainted or untreated dimensional lumber and plywood; fasteners okay)

D. Definitions Read and understand these terms. Call Integrated Waste staff at (916) 627-3452 if the meaning of these terms is not clear.

- 1. Self-Haul or Self-Hauling:** This is when the GC or a subcontractor *who is doing work on the project* hauls their own waste materials for recycling or disposal. Note that *a jobsite clean-up crew is not doing other work on the project and is not self-hauling*. A jobsite clean-up company **must** be registered as a commercial hauler in the City of Elk Grove.
- 2. Registered Commercial Hauler:** See list provided in the program brochure or visit www.egtrashrecycleservices.org. These are the only companies in the City of Elk Grove that can legally collect and haul mixed construction and demolition debris for a fee.
- 3. Source Separation:** This is achieving compliance with the recycling requirement by keeping wood, metal, cardboard, or other recyclables from being mixed with trash/unrecyclable material. If conditions at your site accommodate source separation, it's a good way to save money.
- 4. Mixed Recovery:** This is achieving compliance with the recycling requirement by putting all debris into one container or truck, and sending it to a certified C&D sorting facility to have the recyclable material extracted and recovered. If your jobsite is crowded, mixed recovery is a simple way to achieve compliance.
- 5. Certified C&D Sorting Facility:** See list provided in the program brochure or visit www.sacramentoswa.com. These are facilities that have been granted a certification by the Sacramento Regional Solid Waste Authority, recognizing their capability to extract recyclable materials from trash/unrecyclable material. If you achieve compliance from mixed recovery, your debris must go to a certified sorting facility.

E. Material Management

1. Registered Commercial Hauler (see list and identify): _____
2. Will you be mixing recyclable C&D debris and trash/unrecyclable C&D debris, achieving your compliance by sending them mixed to a Certified C&D sorting facility? YES NO

G. Terms And Conditions

- Your approved Waste Management Plan must be kept on the jobsite in the permit folder for the duration of the project.
- The City’s Integrated Waste staff may enter the job site to inspect waste collection areas.
- Clean Wood Waste (unpainted, untreated lumber, plywood and OSB), Inert Materials (concrete, asphalt paving, brick, block, and dirt) Wooden Pallets, Scrap Metal, and Corrugated Cardboard must be recycled.
- Only SWA-Certified C&D Sorting Facilities may be used to recycle these materials if mixed with other materials. *See program brochure.*
- Only registered commercial haulers may be hired to collect and transport trash or mixed C&D material off the job site. *See program brochure.*
- Construction and demolition debris may not be burned or dumped illegally.
- Your attached Waste Log must be completed and submitted within 30 days of your final inspection. All waste hauling and disposal or recycling activity must be entered on the Waste Log, including information from any subcontractors that self-hauled their own debris off site.
- You must keep all receipts or weight tickets from your project for a period of one year from the submittal of your Waste Log.
- Failure to comply with these terms and conditions may result in a “Corrections Needed” notation on your jobsite, civil penalties, or probationary measures. Probationary measures imposed on your next project may include any of the following:
 1. Recycling Performance Deposits required before issuance of your building permit,
 2. More detailed reporting requirements (i.e. submittal of all receipts from waste facilities),
 3. Requiring your Waste Management Plan to be submitted directly to the Integrated Waste Division for approval.

I have read, understand, and take responsibility for this project’s compliance with the Terms and Conditions of this Waste Management Plan.

X _____ Date _____

H. Survey Of Other Strategies (This section is *optional*; however, your completion of it can help us provide better technical assistance.)

The materials listed below may have recycling opportunities locally.
Contact City of Elk Grove Integrated Waste (627-3452) for more information.

Please check all materials you anticipate will be generated on your project:

<input type="checkbox"/> Painted or treated wood waste	<input type="checkbox"/> Clean, unpainted drywall (new installation scrap)	<input type="checkbox"/> Cabinetry or furniture
<input type="checkbox"/> Windows	<input type="checkbox"/> Drywall or plaster from demolition	<input type="checkbox"/> Carpet or padding
<input type="checkbox"/> Doors	<input type="checkbox"/> Roofing shingles	<input type="checkbox"/> Other flooring (describe: _____)
<input type="checkbox"/> Siding (describe: _____)	<input type="checkbox"/> Roofing tiles	<input type="checkbox"/> Water closets or other porcelain fixtures
<input type="checkbox"/> Plastics (describe: _____)	<input type="checkbox"/> Insulation (describe: _____)	<input type="checkbox"/> Other: _____

Please describe any other waste reduction, reuse, or recycling strategies you plan to employ. (This information may be shared with others.)

Identify subcontractors who will remove their own debris:

Will source-separation of recyclables occur on the jobsite by you or any subcontractors? YES NO

(If yes, please indicate material and stage of construction in the table below.)

Source-Separated Recyclable Material (i.e. Clean Wood Waste)	Stage Of Construction For Source-Separation (i.e. Framing)



Encroachment Permit

Submittal Requirements to Public Works

October 2011

Purpose: An Encroachment Permit is required any time work is being performed within the public right-of-way in accordance with the City of Elk Grove (COEG) Municipal Code Chapter 12.08, entitled "Construction in Streets."

Submittal Requirements:

- ✓ Encroachment Permit Application
- ✓ Three (3) Sets of **Detailed** Plans
- ✓ Three (3) Sets of Traffic Control Plans & Submittal Packet
- ✓ Water Prevention Control Plan (WPCP), if applicable
- ✓ Storm Water Pollution Prevention Plan (SWPPP), if applicable
- ✓ Right of Entry Agreement for Private Property Owners, if applicable
- ✓ General Permit Deposit \$2000 (\$250 for minor work)
- ✓ Annual Permit \$2000
- ✓ Trench Cut Restoration Fees (determined by formula)

Improvement Standards and Construction

Specifications: Standard documents are on the City of Elk Grove website <http://www.egpublicworks.org> or a CD and/or a hard copy can be purchased at the Public Works front counter for a fee. All construction and material shall be in accordance with the current edition of the COEG Improvement Standards, Construction Specifications, Municipal Code, and Conditions of Approval.

Traffic Control Plan: Any encroachment into a traffic lane, shoulder, sidewalk or bicycle lane requires a Traffic Control Plan. Encroachment includes but is not limited to, actual work performed; storing, parking and/or use of vehicles, equipment and/or materials; etc. Traffic Control Plans shall comply with the current edition of the California Manual on Uniform Traffic Control Devices (MUTCD). Due to traffic safety or traffic efficiency concerns, **Traffic Control Plans may be revoked or suspended at anytime.**

Water Prevention Control Plan (WPCP) and Storm Water Pollution Prevention Plan (SWPPP): WPCPs are for projects disturbing less than 1 acre and SWPPPs are for projects disturbing more than 1 acre. Plans shall be accepted prior to issuance of permit.

Permit Fees: Permit fees are based on the Public Works Fee Schedule in accordance with the COEG Municipal Code Chapter 12.08.

Trench Cut Restoration Fees: Restoration fees will be required if the right-of-way is excavated in accordance with the COEG Municipal Code Chapter 12.09. Pre-payment of fee estimation is due prior to issuance of permit.

Permit Activation: A pre-construction meeting is required prior to commencing work and the City Inspector will contact

you to set-up a meeting to review the scope of the project. Work may begin only **AFTER** the City Inspector issues the permit and the pre-construction meeting has occurred.

Processing Time: It may take up to ten (10) business days to process permit and to schedule a pre-construction meeting for a new project.

Roadway Closures and Major Thoroughfares: Allow at least ten (10) business days for roadway notification to be advertised in newspaper. Written notification from local police and fire departments is required for roadway closures and at any other time Emergency Service response is significantly impacted.

Permit Expiration: Permit will expire in ninety (90) days of permit issuance as set forth on the permit.

Annual Permits: The Annual Permit is for routine maintenance and emergency work. Maintenance work is defined as maintaining landscape median or corridor, maintaining existing underground service connections, installing minor underground service connections, and repair of breaks or malfunctions in underground conduit or pipes. Emergency work is defined in Section 7-8.03 of the City of Elk Grove Construction Specifications.

Daily Cut Sheets shall be faxed to (916) 627-4121 prior to commencement of work under the Annual Permit. If emergency work, permittee shall notify City within 24-hours.

Guarantee: If the pavement or the surface of the public right-of-way over any excavation should become depressed or broken at any time within one year after the excavation has been completed, the permittee shall repair and/or resurface work to the satisfaction of the City to eliminate all such reconstruction failures.

Pavement Moratorium: The City of Elk Grove has placed a three-year moratorium on newly constructed streets and on streets that have received an asphalt overlay.

Neighborhood Outreach: Door Hangers shall be hung in residential neighborhoods three (3) days prior to commencement of work as determined by City Inspector.

Additional Requirements: Additional project specific information may be required during the application process, pre-construction meeting or inspection process.

Permit Fees: <http://www.elkgrovecity.org/finance/pdfs/fee-booklet.pdf>

Insurance Requirements: General Liability insurance with \$1M per occurrence/\$1M aggregate. Provide separate endorsement naming the City of Elk Grove and each of its

officers, officials, employees, agents and volunteers named as additional insured.

Where to Submit Applications: City of Elk Grove, 8401 Laguna Palms Way, Public Works front counter.

Questions: If you have any questions, please call (916) 478-2228 or visit our website at www.elkgrovecity.org.

**Encroachment Permit Application is only available at the
Public Works Counter, located at:**

City of Elk Grove

Development Services- Public Works

8401 Laguna Palms Way

Elk Grove, CA 95758

For more details call:

(916) 478-2228 or

www.elkgrovecity.org



8401 Laguna Palms Way • Elk Grove, California 95758
Tel: 916.683.7111 • Fax: 916.691.2001 • www.elkgrovecity.org

Development Services

Building Safety & Inspection	(916) 478-2235
Community Enhancement	(916) 687-3023
Economic Development	(916) 478-2261
Planning	(916) 478-2265
Public Works	(916) 478-2256

Demolition Permits

A Permit is required for the demolition of any commercial or residential buildings. The following documentation must be submitted to Elk Grove Public Works for the review and issuance of an Encroachment Permit for tracking/monitoring of debris within the City's right-of-way under the Storm Water Pollution Prevention Plan (SWPPP):

1. A completed City of Elk Grove Encroachment Permit Application
2. A \$250 permit fee
3. A Copy of the Letter from the demolition company on their letterhead explaining:
 - a. Demolition timelines
 - b. Work hours
 - c. Dust and noise control measures
 - d. Method of construction
 - e. Site security measures during and after work hours
 - f. Method of protecting heritage trees during demolition
4. Map showing route and directions from starting point and end. (Google Map will be acceptable).
5. Copy of demolition site plan, 11" x 17" size paper
6. Copy of Truck Haul Route

Review process takes within ten (10) business days. A Public Works Inspector will contact applicant for a pre-construction meeting. When all conditions are met, the Public Works Inspector will provide the next steps to processing the permit. Applicant will wait for the Building Department to call them for permit issuance.

8401 Laguna Palms Way
Elk Grove, California 95758

Phone: 916.683.7111
Fax: 916.691.3168

Web: www.elkgrovecity.org



TRUCK HAUL ROUTE PLAN

To: Developer/Contractor

Subject: Haul Route Plan

The following information shall be completed to request a truck haul route:

- PROJECT NAME:
- STARTING & ENDING DATES OF HAUL:
- TIMES: 8:30 TO 3:30. (*City Standard*)
- TYPE & AMOUNT OF TRUCKS:
- TYPE MATERIALS:
- WRITTEN DISCRIPTION OF ROUTE. (*Ingress/Egress*), WITHIN ELK GROVE.
- LEGIBLE MAP SHOWING ROUTE, (*Ingress/Egress*), WITHIN ELK GROVE.
- CONTACT PERSON OR PERSONS INCLUDING PHONE NUMBER.

All haul route requests must be submitted to the appropriate person (*Inspector*) for review five (5) working days prior to your haul route start date.

City of Elk Grove
Development Services

File-Truck Haul Route. MI



City of Elk Grove Encroachment Permit

8401 Laguna Palms Way
Elk Grove, CA 95758

PHONE (916) 478-2228 FAX (916) 627-4741

Permit Number _____

USA Ticket No. _____
Phone No. (800) 227-2600 or 811

PERMITTEE INFORMATION

Thomas Bros.

(TO BE COMPLETED BY PERMITTEE, PLEASE PRINT)

Map Number _____
Coord. Number _____

Permit Type: MAJOR MINOR ANNUAL

LOCATION OF WORK OR PROJECT

ASSESSOR'S PARCEL NUMBER

PERMITTEE / BILLING INFORMATION

CONTACT NAME

ADDRESS CITY / STATE / ZIP

PHONE NUMBER/ EMAIL

PERMITTEE SIGNATURE

DATE

PROJECT COST ESTIMATE: _____

PERMITTEE WORK ORDER NO. _____

CONTRACTOR INFORMATION

CONTRACTOR PERFORMING WORK

CONTACT NAME

ADDRESS CITY / STATE / ZIP

PHONE NUMBER

CONTRACTOR'S LICENSE NO. CLASS

BUSINESS LICENSE NO.

CONTRACTOR SIGNATURE

DATE

- I have read, understand, and agree to comply with the permit conditions which are a part of this permit. I further agree to comply with the current City of Elk Grove Standard Specifications and Details, City of Elk Grove Municipal Code, and conditional requirements.
- Insurance Requirements: Applicant must provide a certificate of insurance evidencing \$ _____ (amount shall be determined by the City upon submittal) combined single limit for Bodily Injury Liability and Property Damage Liability. An endorsement must be attached naming the City of Elk Grove, its officers, officials, employees, agents and volunteers as Additional Insured.
- In consideration of the granting of this Application, it is agreed by the Applicant that the Applicant shall indemnify, protect, defend, and hold harmless the City, its officers, officials, employees, agents and volunteers from and against any and all claims, damages, demands, liability, costs, losses and expenses, including without limitation, court costs and reasonable attorneys' and expert witness fees, arising out of any failure to comply with applicable law, any injury to or death of any person(s), damage property, loss of use of property, economic loss or otherwise arising out of any activity undertaken under the terms of this application and the permit or permits which may be granted in response thereto, and that all of said liabilities are hereby assumed by the Applicant. It is further agreed that if any part of the activity interferes with the further use of the highway/roadway it must be removed or relocated immediately, as designated by the Director of Public Works, at the expense of the Applicant.
- Applicant must check with all Utility Companies serving the area covered by this permit, for location of existing underground pipes, conduits, or cables.
- Before starting work, the Permittee shall notify City of Elk Grove Construction Inspection at (916) 687-3013, 24 hours in advance of the date work is to begin.
- Attention is directed to the General Provisions attached hereto and to any specific conditions made a part of hereof.
- Costs incurred by the City of Elk Grove Public Works Department, for processing and inspection shall be billed to the Permittee, Chapter 12.08.030 Permit fees, Title 12 of the City of Elk Grove Municipal Code relating to Construction in Streets.
- The Permittee shall take necessary measures to prevent any non-storm water discharge (pollutants) from entering the storm drain conveyance system. This shall include use of Best Management Practices (BMPs) as necessary. Construction Projects disturbing one acre or more will be required to submit a Notice of Intent (NOI) and Storm Water Pollution Prevention Plan (SWPPP).

DESCRIPTION OF CONSTRUCTION: _____

NOTE: Permittee must call the Encroachment Permit Inspector at (916)687-3013 for FINAL!

APPROVAL

Work under this permit may/shall go into a warranty period within 1 year after completion as stated under the Guarantee section of the General Provisions on the 2nd page of this permit and per the City of Elk Grove's Construction Specifications and Standards Sec. 7-23. Costs incurred during this warranty period shall be the responsibility of the Permittee.

FEES

PERMIT FEE	\$	_____
PERMIT DEPOSIT	\$	_____
TRENCH FEE	\$	_____
TOTAL AMOUNT PAID	\$	_____
DEPOSIT TYPE		_____
ISSUED:		_____

PERMIT ISSUED BY: _____

INSPECTION

COMMENTS: _____

INSPECTOR'S APPROVAL (SIGNATURE)

DATE

GENERAL PROVISIONS

City of Elk Grove

8401 Laguna Palms Way

Elk Grove, CA 95758

Phone: (916) 478-2228

Fax: (916) 627-4741

PERMIT. The permit is issued in accordance with Division 2, Chapter 5.5 of the Streets and Highways Code of the State of California and Chapter 12.08 of the City of Elk Grove Municipal Code as amended on January 6, 1998.

ACCEPTANCE OF PROVISIONS. It is understood and agreed by the Permittee that the doing of any work under this permit shall constitute an acceptance of all the general and specific conditions hereof.

WORK AND MATERIALS. All work and materials shall be in accordance with the current edition of the City of Elk Grove "Standard Construction Specifications". All work shall be in compliance with the Americans with Disabilities Act.

ROAD CLOSURE. No highway or street may be closed without first obtaining approval in writing from the City Traffic Engineering Office, telephone (916) 478-2228. If permission to close a street is granted, it shall be the Permittee's responsibility to notify the Police and Fire Department prior to closing the street.

GENERAL DEPOSIT. Applicant shall post a \$2,000.00 deposit. The deposit may be released 180 days after acceptance of the work as specified in Chapters 12.08 of the City of Elk Grove Municipal Code.

GUARANTEE. Should any failure of the work occur within a period of one year after completion and Technical Services Divisions (TSD) acceptance (i.e., sign off of permit and record drawings) of the permitted work, the refilled excavation settles, or if the resurfacing or restoration of the roadway disintegrates or develops ruts or holes or if found to have used materials not in compliance with the City of Elk Grove Specifications, the Permittee shall be required to repair and/or resurface to the satisfaction of the City to eliminate all such reconstruction failures. If the Permittee fails or refuses to do such corrective work, the City may elect to complete the corrective work and collect the cost of the work from the Permittee, or to pursue such other remedies as may be available to complete the corrective work at the Permittee's expense.

U.S.A. NOTIFICATION REQUIRED. The Permittee shall notify Underground Service Alert two working days in advance of performing excavation work by calling the toll-free number (800) 227-2600. U.S.A. notification to be renewed at no more than 14 calendar-day intervals.

PROSECUTION OF WORK. Any work authorized by this permit shall be performed in a workmanlike, diligent and expeditious manner to the satisfaction of the City Engineer.

ROAD CLOSURE. No highway or street may be closed without first obtaining approval in writing from the City Traffic Engineering Office, telephone (916) 478-2228. If permission to close a street is granted, it shall be the Permittee's responsibility to notify the Police and Fire Department prior to closing the street.

MAINTAINING AND PROTECTING TRAFFIC CONTROL FACILITIES. Metal objects (such as manhole frames and lids, valve boxes, bore casings, etc.), shall not be installed within 72 inches of a traffic detector loop. Any signal or detector operation disruption shall be repaired and the system made operational within eight hours of the damage. Should the City elect to provide repair or replacement services, the Permittee shall be required to reimburse the City for all costs involved.

TREES. Unless specifically approved on the face of this permit, the removal or trimming of a tree(s) requires a separate tree permit per City Ordinance, call (916) 478-2265.

TUNNELING. No Tunneling will be permitted except on major work as may be specifically approved and set forth on the face hereof.

TRENCHING. Not more than one-half of the width of a traveled way shall be disturbed at one time and remaining width shall be kept open to traffic by bridging or backfilling. Pedestrian and bicycle facilities shall be maintained through the work site at all times unless provisions have been shown on the approved permit.

BACKFILL AND RESTORATION OF SURFACES. Compacted backfill on all roads shall be made in compliance with Standard Drawing H-36. Seal coat shall be applied to trench surface in accordance with SS28-04.03 of the "Standard Construction Specifications". After placement of the seal coat, a "shiner" shall be placed in the undisturbed portion of the roadway 2 feet beyond the edge of the cut pavement. In areas where the cut extends the full width of the street, the "shiner" shall be placed on the center line of the street 2 feet beyond the edge of the cut pavement. The information to be included on the "shiner" is the month and year of installation and the contractor's identification.

DRIVEWAYS. Portland cement concrete is not allowed for private driveway approaches within the City right-of-way.

UNDERGROUND UTILITIES. Disregard of or destruction of underground utilities may be cause for revocation of this permit or denial of future permits at the discretion of the City Engineer.

CLEANUP. All roadside drainage ditches shall be restored to a true grade and intake and outlet ends of all culverts shall be left free from all excess material and debris.

CHURCH SIGNS. These may be installed on the City right-of-way with the following conditions: 1) within one mile radius of church; 2) one sign per church; 3) maximum size; 24 inches each side; 4) location to be approved by City Traffic Engineering (916) 478-2228; 24 hours before start of work; 5) not to be located by traffic signals.

RECORD DRAWING. Upon completion of underground or surface work of consequence, the Permittee shall furnish record drawings to TSD showing location and details of work performed.

FUTURE MOVING OF INSTALLATION. The installation authorized herein shall, upon demand of the City Engineer, be relocated in a timely manner by, and the sole expense of the Permittee whenever construction, reconstruction, maintenance, or traffic conditions on the highway may require such relocation. The Permittee must commence such relocation within the time specified in said demand and thereafter diligently prosecute the same to completion.

MAINTENANCE. The Permittee agrees by the acceptance of this permit to safely and properly as called for under the highest of its industry standards to maintain any encroachment placed by Permittee in the City right-of-way. If the Permittee fails to meet this requirement to the sole satisfaction of the City as determined by the City Engineer, the Permittee will be liable for all loss, damage, expense, or claim incurred by the City by reason of this encroachment. Expenses include but are not limited to: correcting, repairing or eliminating the encroachment and any tort liabilities.



Application for Building Permit

Application Number: _____ Permit Number: _____ Intake Person (office use only) _____

Applicant is: _____ Owner _____ Contractor _____ Architect/Designer _____ Other: _____

Project Identification:

APN: _____ Lot #: _____ Suite or Space #: _____
 Job Address: _____ X-Street: _____
 City: _____ State: _____ Zip: _____

Project Type (check appropriate item)

_____ Commercial _____ Residential

If Residential, Year the Home was Built: _____

Permit Type(s) (check appropriate items)

_____ BLDG _____ MECH _____ PLUMB _____ ELEC

Scope of Work _____

Valuation: \$ _____ Construction Type: _____ Occupancy: _____

Is Bldg. Sprinklered? _____ Yes _____ No Is Bldg. Conditioned? _____ Yes _____ No

Existing Use: _____ Proposed Use? _____

Existing/Proposed Well or Septic? _____ Yes _____ No # of Stories: _____ # of Units: _____

Comm. Sq. Ftg. Office: _____ Retail: _____ Warehouse: _____ Other: _____

Res. Sq. Ftg. Total Sq. Ftg. _____ Dwelling: _____ Garage: _____ # of cars: _____

Patio: _____ Porch: _____ Deck: _____

(Production Homes Only) Master Plan #: _____ Lic.# _____ Plan #: _____

Owner's Name, Address, Phone

Name _____ Home Phone: _____
 Address _____ Bus. Phone: _____
 City _____ State _____ Zip Code _____
 E-mail _____

Contractor's Name, Address, Phone & Contractor's Lic. # Check Here if "Owner/Builder" Permit _____

Name _____ Home Phone: _____
 Address _____ Bus. Phone: _____
 City _____ State _____ Zip Code _____
 License #: _____ License Classifications(s): _____
 E-mail _____

Architect _____ **Designer** _____ **Engineer** _____ (please check one)

Name _____ Phone: _____
 Address _____ Bus. Phone: _____
 City _____ State _____ Zip Code _____
 E-mail _____

Desired contact person: _____ Owner _____ Contractor _____ Architect/Designer _____ Other: _____

Contact Phone # (_____) _____ E-mail _____

Applicant Signature

Printed Name

Date

(Complete & Sign Reverse Side)

Licensed Contractor's Declaration

I hereby affirm under penalty of perjury that I am licensed under provisions of Chapter 9 (commencing with Section 7000) of Division 3 of the Business and Professions Code, and my license is in full force and effect.

License Class(es): _____ Contractor's License #: _____

Expiration Date: _____ Contractor _____

Owner-Builder Declaration

I hereby affirm under penalty of perjury that I am exempt from the Contractor's State License Law for the following reason (Sec. 7031.5, Business and Professions Code: Any city or county that requires a permit to construct, alter, improve, demolish, or repair any structure, prior to its issuance, also requires the applicant for the permit to file a signed statement that he or she is licensed per pursuant to the provisions of the Contractors' State License Law (Chapter 9 (commencing with Section 7000) of Division 3 of the Business and Professions Code) or that he or she is exempt there from and the basis for the alleged exemption. Any violation of Section 7031.5 by any applicant for a permit subjects the applicant to a civil penalty of not more than \$500.

I, as owner of the property, or my employees with wages as their sole compensation, will do the work and the structure is not intended or offered for sale (Sec. 7044, Business and Professions Code: The Contractor's State License Law does not apply to an owner of property who builds or improved thereon, and who does the work himself or herself or through his or her own employees, provided that the improvements are not intended or offered for sale. If however the building or improvement is sold within one year of completion, the owner-builder will have the burden of proving that he or she did not build or improve for the purpose of sale.)

I, as owner of the property, am exclusively contracting with licensed contractors to construct the project (Sec. 7044, Business and Professions Code: The Contractors' State License Law does not apply to an owner of property who builds or improves thereon, and who contractor for the projects with a contractor(s) license pursuant to the Contractors' State License Law.)

I am exempt under Sec. _____ of the B&P Code for this reason _____.

Date _____ Owner's Signature _____

Workers' Compensation Declaration

I hereby affirm under penalty of perjury one of the following declarations:

I have and will maintain a certificate of consent to self-insure for workers' compensation, as provided for by Section 3700 of the Labor Code, for the performance of the work for which this permit is issued.

I have and will maintain workers' compensation insurance, as required by Section 3700 of the Labor Code, for the performance of the work for which this permit is issued. My workers' compensation insurance carrier and policy number are:

Carrier: _____ Policy #: _____
(This section need not be completed if the permit is for one hundred dollars (\$100) or less).

I certify that, in the performance of the work for which this permit is issued, I shall not employ any person in any manner so as to become subject to the workers' compensation laws of California, and agree that, if I should become subject to the workers' compensation provisions of Section 3700 of the Labor Code, I shall forthwith comply with those provisions.

Date _____ Applicant's Signature _____

Construction Lending Agency

I hereby affirm under penalty of perjury that there is a construction lending agency for the performance of the work for which this permit is issued (Sec. 3097, Civ. C.).

Lender's Name _____

Lender's Address _____

Public Works Release (Please check YES or NO)

- 1. Will this project grade, fill, excavate, store or dispose of 350 cubic yards or more of soil? YES NO Initial _____
- 2. Will this project clear and grub one acre or more of land? YES NO Initial _____
- 3. Will this project interrupt any existing drainage courses or patterns? YES NO Initial _____

If yes was checked for any of the above questions, please contact the **Public Works Department** for further submittal requirements.

EPA United States Environmental Protection Agency

EPA's Renovation, Repair and Painting Program (RRP Rule) requiring that firms performing renovation, repair, and painting projects that disturb lead-based paint in homes, child care facilities and pre-schools built before 1978 have their firm certified by EPA (or an EPA authorized state), use certified renovators who are trained by EPA-approved training providers and follow lead-safe work practices.

* _____ (Initials) I have read and acknowledge that under federal law, it is unlawful to use work practices that create a lead hazard and contaminate the environment. For additional information refer to www.epa.gov/getleadsafe