



Finance Stamp Here

Construction Permit No. _____

Inspector: _____

Final Inspection By: _____

Street/Lane Closure Permit No. _____

NOTE TO PERMITTEES: ANY WORK NOT LISTED ON THE CITY'S ACTIVE CONSTRUCTION MONITORING LIST, WILL BE SHUT DOWN IMMEDIATELY. PERMIT HOURS 7:00 AM TO 3:30 PM (M-F)

This Permit is not valid without the following items completed.

- Pre-Construction Meeting is MANDATORY before work begins; please contact James Callens at (909) 291-2963 to schedule your meeting. WORK SHALL NOT COMMENCE UNTIL THE PRE-CON MEETING HAS TAKEN PLACE, OR PERMIT WILL BE REVOKED AND PROJECT WILL BE SHUT DOWN IMMEDIATELY. PRE-CONSTRUCTION MEETINGS MAY BE SCHEDULED AFTER A MINIMUM OF THREE WORKING DAYS FROM THE PERMIT ISSUANCE DATE.
A Temporary Street Closure Permit is required. No Street shall be closed, vehicular traffic, or pedestrian access impeded in any way without said permit, please allow 3 to 7 City business days for permit processing. Please contact the Traffic Engineer at (909) 931-4112 for permit information.
A Truck Access Plan is required before the work begins; please contact the Traffic Engineer at (909) 931-4112 for necessary information to complete the Access Plan.
At Risk Improvements applies to Contractors requesting to work in the Public Right-Of-Way without approved plans. The Developer/Contractor is proceeding at their own risk in commencing this work without City Approved Plans. The Developer/Contractor has supplied the appropriate bonding and Indemnity Letter.
Underground Service Alert at 1-800-227-2600 shall be notified by applicant at least 2 working days in advance of any excavation and an Underground Service Alert Inquiry Identification Number shall be obtained from Underground Service Alert. CONTACTING U.S.A. DOES NOT RELIEVE CONTRACTOR OF RESPONSIBILITY FOR LOCATING OR PROTECTING EXISTING UTILITIES.

Reference (Tract, P.M., S.P., C.U.P., or Address): _____

General Location/City Plan#/Project #: _____

Contact Name: _____ E-mail Address: _____

Contractor: _____ Telephone: _____

License Number: _____ Expiration Date: _____

Address: _____

Developer (Owner): _____ Telephone: _____

Address: _____

Applicant's Statement

The undersigned hereby applies for permission to undertake, or to have undertaken, construction work within public right-of-way in the City of Upland. Said undersigned has read the conditions provided as Supplemental Permit Information. Said undersigned hereby agrees to observe and comply with all permit provisions. All applicable Sections of the Upland Municipal Code and all applicable Sections of the City of Upland Standard Specification for Public Works Construction, and to complete said construction work all in accordance with the approved plan, and/or standard drawing and/or engineering directives and/or special conditions.

Applicant's Printed Name Signature Date Signed

This Permit Expires on: _____ Extension _____ Approved By _____

Permit Approval: _____ City Engineer or Authorized Representative Date

Items to be constructed with this Permit

- | | | | |
|--|--|---|---|
| Street | Sewer | Water | Miscellaneous |
| <input type="checkbox"/> AC Paving | <input type="checkbox"/> Sewer Main | <input type="checkbox"/> Water Main | <input type="checkbox"/> Pavement Repairs |
| <input type="checkbox"/> Curb & Gutter | <input type="checkbox"/> Manhole | <input type="checkbox"/> Water Lateral | <input type="checkbox"/> Parkway Landscaping |
| <input type="checkbox"/> Drive Approach | <input type="checkbox"/> Sewer Lateral | <input type="checkbox"/> Fire Hydrant | <input type="checkbox"/> Utility Trench |
| <input type="checkbox"/> Sidewalk | Paid with Receipt Number | Storm drain | <input type="checkbox"/> Splice Pit |
| <input type="checkbox"/> Miscellaneous Items | _____ | <input type="checkbox"/> Storm drain Main | <input type="checkbox"/> Grading |
| <input type="checkbox"/> Per Attached Plans | | | <input type="checkbox"/> Stockpile/Material Placement |
| | | | <input type="checkbox"/> Square Feet Soil Disturbed |
| | | | _____ |

Fees

Account Number

Permit Fee: _____

101-300-0000-3205

Inspection Deposit: _____

101-300-0000-3645

Total Due this Permit: _____

REFUND REMAINING DEPOSIT TO: _____

Permit Work Hours

Permit work hours are from **7:00 AM to 3:30 PM**, Monday through Friday (excluding holidays). Any work after 3:30 PM is subject to the overtime inspection rate. Any work outside of the permit hours must be submitted in writing a minimum of four (4) business days/permit hours in advance

Temporary Street Closure

Temporary Street Closures require a separate permit and a minimum of 3 to 7 permit business days for processing. Prior to the start of any temporary street and/or lane closure, the applicant is required to notify and receive City approval a minimum of 72 permit business hours in advance. Permit business hours are Monday through Thursday from 8:00 AM to 4:00 PM.

Permit Fee Structure

The minimum fee for a Construction Permit is \$267.00 and is non-refundable. This minimum fee is for minor construction usually for a utility tie-in for a single-family home. Projects that are more extensive require a review on a case-by-case basis.

Public Works Inspection Deposit (Defined)

Inspections are based on an hourly rate. Staff performs an audit when the Inspector final a Construction Permit. This audit consists of deducting the Inspector’s documented time (shown on their time sheet) from the deposit.

Permit Extensions

Each permit extension will be assessed a new processing fee. The minimum fee is \$130.00 for each extension. Extension fees will automatically be assessed until the Permittee provides written notification to the City that the construction and all associated activities have been completed and that the permit has been finalized/signed-off by the Public Works Inspector.