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) 931-4137 for permit information.

☐ A "Truck Access Plan" is required before the work begins; please contact the Traffic Engineer at (909) 931-4137 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/Contactor 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

❑ Finance ❑ Permittee ❑ Inspector ❑ Water ❑ Environmental ❑ Clerical ❑ File ❑ Permit Log Book ❑ Other

Items to be constructed with this Permit

Street

- ☐ AC Paving
- ☐ Curb & Gutter
- ☐ Drive Approach
- ☐ Sidewalk
- ☐ Miscellaneous Items
- ☐ Per Attached Plans

Sewer

- ☐ Sewer Main
- ☐ Manhole
- ☐ Sewer Lateral

Paid with Receipt Number

_____

Water

- ☐ Water Main
- ☐ Water Lateral
- ☐ Fire Hydrant

Storm drain

- ☐ Storm drain Main

Miscellaneous

- ☐ Pavement Repairs
- ☐ Parkway Landscaping
- ☐ Utility Trench
- ☐ Splice Pit
- ☐ Grading
- ☐ Stockpile/Material Placement
- ☐ 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 finals 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 finaled/signed-off by the Public Works Inspector.