



# CONSTRUCTION PERMIT INFORMATION & PROCEDURE

## PUBLIC WORKS ENGINEERING DIVISION

General Requirements	<ul style="list-style-type: none"> <li>• A State of California "Class A Contractors License" is required for all work in the City right-of-way (street curb to street curb);</li> <li>• A minimum of two million dollars per occurrence is the minimum acceptable amount of liability insurance coverage for any work in the City right-of-way (street curb to street curb);</li> <li>• All work shall be done in accordance with City of Montclair Specifications and Standards (which may be obtained from the City website at <a href="http://www.ci.montclair.ca.us">www.ci.montclair.ca.us</a> or from the Engineering Division);</li> <li>• Underground Service Alert of Southern California shall be notified no less than 48-hours in advance of any digging, toll free at 1-800-227-2600;</li> <li>• A CAL OSHA Excavation Permit is required for any work that requires an excavation;</li> <li>• A City of Montclair Business License is required for all Contractors and Subcontractors;</li> <li>• Submit a list of Subcontractors to this application (if applicable);</li> <li>• Adhere to any conditions listed within the Construction Permit.</li> </ul>
Insurance Requirements	<ul style="list-style-type: none"> <li>• <b>A CERTIFICATE OF INSURANCE is required with this Construction Permit application.</b></li> <li>• The general liability insurance shall name the City of Montclair as an additional insured, and there must be a "30 day written cancellation clause". The name of the certificate of insurance holder must be identical to the name of the permit applicant. This general liability insurance policy must include:               <ul style="list-style-type: none"> <li>• Public Liability-Bodily Injury (non-auto) \$1,000,000 each person; \$2,000,000 each accident;</li> <li>• Public Liability-Property Damage (non-auto) \$500,000 each accident; \$1,000,000 aggregate;</li> <li>• Contractor's Protective-Bodily Injury \$1,000,000 each person; \$2,000,000 each accident;</li> <li>• Contractor's Protective-Property Damage \$500,000 each accident; \$1,000,000 aggregate;</li> <li>• Automobile-Bodily Injury \$1,000,000 each person; \$2,000,000 each accident;</li> <li>• Automobile-Property Damage \$500,000 each accident.</li> </ul> </li> <li>• A copy of Certificate of Workers' Compensation insurance as required by the State of California.</li> </ul>
Traffic Control Requirements	<ul style="list-style-type: none"> <li>• <b>A TRAFFIC CONTROL PLAN with a completed STREET LANE / CLOSURE APPLICATION &amp; PERMIT is required with this Construction Permit application (if applicable).</b> Any and all work that is done in the City right-of-way (street curb to street curb) requires a Traffic Control Plan approved by the City.</li> <li>• All work in the City right-of-way requiring a Traffic Control Plan must be done in accordance with the most recent edition of the Work Area Traffic Control Handbook (WATCH) published by BNI, P.O. Box 3031, Terminal Annex, Los Angeles, CA 90051.</li> </ul>
NPDES Requirements	<ul style="list-style-type: none"> <li>• Work within City right-of-way shall be conducted in compliance with all applicable requirements of the National Pollution Discharge Elimination System (NPDES) and Section 9.24 of the Montclair Municipal Code (related to the City Storm Drain System). For more information contact the City's NPDES Coordinator at (909) 625-9447.</li> </ul>
Permit Application Instructions	<ul style="list-style-type: none"> <li>• Completed Construction Permit applications may be dropped off in person or mailed to the Public Works Engineering Division at the City of Montclair at 5111 Benito Street, P.O. Box 2308, Montclair, CA 91763 or faxed to (909) 621-1584 to the attention of the ENGINEERING DIVISION PERMIT PROCESSING. Engineering Division counter hours are 7 a.m. to 6 p.m. Monday through Thursday. <b>City Hall is closed every Friday.</b></li> </ul>
Permit Processing Time	<ul style="list-style-type: none"> <li>• Allow a minimum of <b>ten (10)</b> full business days for permit processing. The applicant will be contacted (with the contact information submitted on the form) when the Construction Permit has been issued and is ready to be picked up by appointment at the Public Works Engineering Division counter.</li> </ul>
Applicable Fees	<ul style="list-style-type: none"> <li>• Refer to the <a href="#">Engineering Division's Fee Schedule</a> for the Construction Permit fee and the associated Inspection fee (which may be obtained from the City website at <a href="http://www.ci.montclair.ca.us">www.ci.montclair.ca.us</a> or from the Public Works Department at City Hall). Only VISA, MasterCard, Cash, or Check (written to: The City of Montclair) are accepted.</li> </ul>

**I, the applicant, have read and do understand all of the above conditions:**

\_\_\_\_\_  
Name of Applicant (Print)

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date



# CONSTRUCTION PERMIT APPLICATION

## PUBLIC WORKS ENGINEERING DIVISION

City of Montclair 5111 Benito Street, P.O. Box 2308, Montclair, CA 91763  
Engineering Division Office (909) 625-9478 Fax (909) 621-1584 www.ci.montclair.ca.us

Location of Work

Job Address: \_\_\_\_\_  
*Address (and/or Tract Number or Cross Streets)*

Right-of-way work in the street and/or  Right-of-way work in the parkway including sidewalk

Type of Work Within The Right-of-Way Proposed\*

\*check all that apply

- |  |   |   |  |                                    |
|--|---|---|--|------------------------------------|
| <input type="checkbox"/> Street Improvements   | <input type="checkbox"/> Drive Approach | <input type="checkbox"/> Grading                            | <input type="checkbox"/> Cable TV        | <input type="checkbox"/> Paving    |
| <input type="checkbox"/> Sewer Connection      | <input type="checkbox"/> Curb & Gutter  | <input type="checkbox"/> Edison                             | <input type="checkbox"/> Water           | <input type="checkbox"/> Striping  |
| <input type="checkbox"/> Sewer Improvements    | <input type="checkbox"/> Curb Only      | <input type="checkbox"/> Verizon                            | <input type="checkbox"/> Other Utilities | <input type="checkbox"/> Trenching |
| <input type="checkbox"/> Drainage Improvements | <input type="checkbox"/> Sidewalk       | <input type="checkbox"/> Other (if other, please describe): |  |                                    |

Description of Work

\_\_\_\_\_  
\_\_\_\_\_

Job Cost

Job Cost: \_\_\_\_\_ (include a construction cost estimate / breakdown for large jobs)

Applicant

Contractor  Developer  Property Owner / Utility Company

Property Owner/Utility Company Information

Name/Comp.: \_\_\_\_\_

Address: \_\_\_\_\_  
*Address City State Zip*

Contact Info: \_\_\_\_\_  
*Home/Business Phone Number Cell Phone Number Email Address*

Contractor Information

Company: \_\_\_\_\_

Address: \_\_\_\_\_  
*Address City State Zip*

Contact Info: \_\_\_\_\_  
*Business Phone Number Cell Phone Number Email Address*

State Contractors License Number: \_\_\_\_\_

City Business License Number: \_\_\_\_\_

Other Application Requirements

- Include with your Application a copy of your Insurance Certificate (Required).
- Include with your Application a sketch of the work to be done or City-approved improvement plans.
- Include with your Application a site and job specific Traffic Control Plan (if applicable).
- Include with your Application a completed Street/Lane Closure Application and Permit (if applicable).
- Include with your Application a copy of your CalOSHA Excavation Permit (if applicable).
- Include with your Application a copy of an approved erosion and sediment control plan (if applicable).
- If a Water Quality Management Plan has been approved for this project, attach a copy of the cover sheet.

**INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED**