

LOCATION:
APPLICANT:

ID#:



11710 E. TELEGRAPH ROAD ♦ CA ♦ 90670-3679 ♦ (562) 868-0511 ♦ (562) 868-7112 ♦ WWW.SANTAFESPRINGS.ORG

DEPARTMENT OF PUBLIC WORKS

PERMIT APPLICATION CHECKLIST

- | Required (R) | Verified | |
|-------------------------------|-------------------------------------|--|
| 1. <input type="checkbox"/> R | <input type="checkbox"/>
Initial | CERTIFICATE OF LIABILITY INSURANCE AND ADDITIONAL INSURED APPROVAL (PUBLIC WORKS ENGINEERING) |
| 2. <input type="checkbox"/> R | <input type="checkbox"/>
Initial | ALL FIELDS ON APPLICATION ARE COMPLETELY FILLED OUT (Please email to PublicWorks@santafesprings.org) |
| 3. <input type="checkbox"/> R | <input type="checkbox"/>
Initial | LOCATION MAP AND SITE PLAN - Confirm location is not on Moratorium List |
| 4. <input type="checkbox"/> R | <input type="checkbox"/>
Initial | CURRENT CITY OF SANTA FE SPRINGS BUSINESS LICENSE OR VALIDATED RECEIPT |
| 5. <input type="checkbox"/> R | <input type="checkbox"/>
Initial | CURRENT CONTRACTORS LICENSE |
| 6. <input type="checkbox"/> R | <input type="checkbox"/>
Initial | PROJECT CONSTRUCTION SCHEDULE (SEE NOTE BELOW) |
| 7. <input type="checkbox"/> R | <input type="checkbox"/>
Initial | TRAFFIC CONTROL PLANS - (Must be Full Size, 24" x 36", Signed and Stamped by a Registered Engineer) 1 PDF copy to be submitted via email as part of application package REQUIRED for all major arterial and secondary streets per Figure 2 from the City's General Plan. Residential areas may adhere to W.A.T.C.H. MANUAL or California MUTCD Standards (2014 edition or later) if approved by City Traffic Engineer. |
| 8. <input type="checkbox"/> R | <input type="checkbox"/>
Initial | CONTRACTOR/SUB-CONTRACTOR INFORMATION (FOREMAN NAME AND 24 HOUR CONTACT NUMBER) |
| 9. <input type="checkbox"/> | <input type="checkbox"/>
Initial | TELEGRAPH ROAD CORRIDOR APPROVAL (PLANNING DEPT/CITY ENGINEER) |
| 10. <input type="checkbox"/> | <input type="checkbox"/>
Initial | ASPHALT PAVEMENT OR CONCRETE MIX DESIGN |
| 11. <input type="checkbox"/> | <input type="checkbox"/>
Initial | APPLICANT MUST MEET WITH CITY INSPECTOR AT CONSTRUCTION SITE PRIOR TO ISSUANCE |
| 12. <input type="checkbox"/> | <input type="checkbox"/>
Initial | ADDITIONAL REQUIREMENTS:
Comments: _____ |

NOTE:

OPEN TRENCHES AND POTHoles THAT ARE BACK FILLED WITH TEMPORARY MATERIAL OR STEEL PLATED MAY BE SUBJECT TO ADDITIONAL INSPECTION FEES. TO ENSURE PUBLIC SAFETY, INSPECTION FEES MAY BE CHARGED FOR EVERY DAY THAT CITY STREET IS NOT BACK TO ORIGINAL CONDITION AND MUST BE ACCOUNTED FOR WHEN SUBMITTING CONSTRUCTION SCHEDULE.