





**REQUIREMENTS FOR OBTAINING A PERMIT**

1. Complete and sign the permit application. Payment collection will be required prior to permit issuance. Only complete permit application packages will be accepted for review and processing.
2. Submit **2 sets of plans** showing the location of work proposed; relative to the right-of-way boundary or the centerline of the road. Pipelines and utilities should be shown parallel to, and at a constant distance from the right-of-way or roadway centerline.
3. Provide proof of General Liability and Workers Compensation insurance. All insurance documents, including the required endorsement form, must name **City of Covina** as “Additionally Insured” per current insurance requirements.
4. Submit a copy of contractor’s license.
5. Provide cash deposit/security, the amount based on an estimate incurred if the permittee does not fulfill the permit work. The security deposit will be returned when the permitted work has been completed and approved by the Public Works Construction Inspector.
6. *For Street/Lane Closure:* Submit **2 sets of traffic control plans** showing the location of work proposed; relative to the right-of-way boundary or roadway centerline. One (1) lane of traffic in each direction is to be kept open and clear at all times.

**PROVISIONS**

- All work in public right-of-way shall be per Standard Specifications for Public Works Construction (S.S.P.W.C.), City standards, policies, codes and these Provisions to the satisfaction of the Public Works Director or his/her representatives.
- All inspection costs incurred incidental to this work shall be borne by the Permittee unless otherwise specified on the face of the permit.
- Utilities damaged or broken by the Permittee shall be repaired or replaced to the satisfaction of their owners at Permittee’s expense. Any trees, shrubbery, or landscaping damaged shall be replaced as directed by the Public Works Director.
- Any concrete to be removed shall be saw cut and replaced as directed to match existing in: color, finish and scoring. Pavement to be removed shall be restored within 30 days of installation of facilities covered under permit.
- All traffic interference, control, detours, and lane closures shall be made in accordance with latest approved “Manual of Uniform Traffic Control Devices” (MUTCD) and are subject to the Public Works Director’s prior review and approval.
- All trenches and/or open holes shall be filled, covered, or plated and adequately barricaded at the end of each day and whenever work is not in progress.
- Construction work in the public right-of-way shall be done between the hours of 8:30 a.m. and 4:00 p.m.
- Permittee shall obtain a State Division of Industrial Safety Excavation permit and file copy of same with Public Works Director prior to start of underground permitted work.
- Compaction tests required at locations and depths as determined by Public Works Director at cost of Permittee. Compaction shall be per current S.S.P.W.C. (Greenbook) requirements.
- Jack/bore, when allowed by Public Works Director, are as shown on plan.
- Pavement replacement shall be in conformance with current A.P.W.A and City Standards concrete pavement Class 560 A 3250.
- Permittee shall remove all Underground Service Alert markings by method approved by the Public Works Director.
- Special paving conditions will be required on newly paved or resurfaced roadways.
- Roll-off debris containers must have the following clearly displayed and visible on its exterior surface:
  - Permittee’s name and telephone number (including area code) in print at least two inches in height;
  - 3-inch diameter reflectors, placed on the four corners of each side of the roll-off debris container facing traffic. The lower deflectors shall be between 3 and 4 feet above the ground and vertically aligned with the upper reflectors.
- The area surrounding a permitted roll-off debris container shall be maintained in a clean manner, free from any trash or deleterious material.
- Permitted roll-off debris container shall be secured in such a manner so as to prevent any movement, other than during placement and removal.

Additional conditions: Attached  (Check if applicable)