



# Encroachment and Construction Permit

**NOTE:** 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)

Stamp Here

Construction Permit No. \_\_\_\_\_

Street/Lane Closure Permit No: \_\_\_\_\_

**PUBLIC WORKS INSPECTOR SIGN/DATE @ PRE-CON:** \_\_\_\_\_

**(VALID ONLY W/ PRECON INSPECTOR SIGN/DATE)**

Final Inspection By: \_\_\_\_\_

**YOU MUST APPLY FOR THIS PERMIT THROUGH ONLINE PORTAL (CSS PORTAL)**

**This Permit is not valid without the following items completed.**

☐ **Pre-Construction Meeting** (pre-con) is **MANDATORY**. call 909 291-2964 to schedule pre-con meeting for each permit. WORK SHALL NOT COMMENCE UNTIL THE PRE-CON MEETING HAS TAKEN PLACE. PRE-CON MEETINGS MAY BE SCHEDULED FROM THE PERMIT ISSUANCE DATE; PRE-CON MEETING WILL BE HELD A minimum of 3 DAYS AFTER REQUEST. Permittee will receive email response within 24 hours.

☐ **Temporary Street Closure Permit** is **required**. No Street shall be closed and vehicular traffic or pedestrian access impeded in any way without said permit, allow 4 to 8 City business days for permit processing. For further information contact the Permit Engineer through email (bmolina@uplandca.gov).

☐ **Truck Access Plan** is **required** before the work begins; contact the Permit Engineer through email (bmolina@uplandca.gov) for further 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 or 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.

**Note:** 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: \_\_\_\_\_ Email: \_\_\_\_\_

Contractor: \_\_\_\_\_ Phone: \_\_\_\_\_

License Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Address: \_\_\_\_\_

Developer (Owner) Name: \_\_\_\_\_ Phone: \_\_\_\_\_

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.

\_\_\_\_\_  
Print Applicant Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## FOR CITY STAFF USE ONLY

This Permit Expires on: \_\_\_\_\_ Extension: \_\_\_\_\_ Approved By: \_\_\_\_\_

Permit Approval \_\_\_\_\_  
City Engineer or Authorized Representative By \_\_\_\_\_ Date \_\_\_\_\_

**Restrictions/Comments:**



# Encroachment and Construction Permit cont.

## Items to be constructed or activities with this permit:

### Street

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

### Sewer

- ☐ Sewer Main
  - ☐ Manhole
  - ☐ Sewer Lateral
- Invoice No. \_\_\_\_\_

### Water

- ☐ Water Main
  - ☐ Water Lateral
  - ☐ Fire Hydrant
- Storm Drain**
- ☐ Storm Drain Main

### Miscellaneous

- ☐ Pole Replacement
- ☐ Vault Inspection
- ☐ Utility Trench / Pothole
- ☐ Splice Pit
- ☐ Aerial Work
- ☐ Traffic Control Inspection
- ☐ Stockpile / Material Placement
- ☐ Square Feet Soil Disturbed
- ☐ Parkway Landscaping
- ☐ Pavement Repairs
- ☐ Paint Fire Hydrant
- ☐ Paint Curbs
- ☐ Parkway Landscaping
- ☐ Pavement Repairs
- ☐ Small Cell Tower Install
- ☐ Grading Per Plan

### **Fees**

Permit Fee: \_\_\_\_\_  
Inspection Deposit: \_\_\_\_\_  
Total DUE for this Permit: \_\_\_\_\_

**NO WORK ON WEEKENDS AND HOLIDAYS ALLOWED BY THIS PERMIT**

### **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.

- **Permit is valid only within city right-of-way. Works on private property need owner's permission/consent.**
- **All pertinent ordinances apply. Paving works must be completed within 30 days from backfill if included in scope of works and must follow ordinance 1841.**

### **Temporary Street Closure**

Temporary Street Closures require a separate permit and a minimum of 4 to 8 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 business hours in advance. Business hours are Monday through Thursday from 8:00 AM to 5:00 PM.

### **Permit Fee Structure**

The minimum fee for a Construction Permit is \$450.00 and is non-refundable. The 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 finalizes 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. Refer to the Master Fee Schedule for current fees 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.

### **Repair Requirements**

Slurry seal to centerline will be required on all major roads, regardless of trench width or location. A compaction report will be required for parallel trenches every 100 feet in length. Additional striping will be required beyond trench to meet existing striping. No more than 15% RAP for new AC pavement per Greenbook.