



**CITY OF CLAREMONT ENGINEERING DIVISION  
UTILITY PERMIT APPLICATION**

**PRE-CONSTRUCTION MEETING  
REQUIRED FOR ALL WORK.**

DATE: \_\_\_\_\_

PROJECT LOCATION: \_\_\_\_\_

PROJECT DURATION: \_\_\_\_\_ PROJECT NO./I.D. \_\_\_\_\_

**UTILITY PROVIDER:**

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

CONTACT E-MAIL ADDRESS: \_\_\_\_\_

**CONTRACTOR:**

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

CONTACT E-MAIL ADDRESS: \_\_\_\_\_

CITY BUSINESS LICENSE NO.: \_\_\_\_\_ CONTRACTOR LICENSE: \_\_\_\_\_ CLASS: \_\_\_\_\_

**PROPOSED WORK:** \_\_\_\_\_

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

**TRAFFIC CONTROL PROVIDED (REQUIRED):**  ENGINEERED PLANS  CA MUTCD CUT SHEETS

**REASON FOR WORK:**  INSTALLATION  MAINTENANCE  REPLACEMENT  AFTER THE FACT (EMERGENCY)

**DOES YOUR WORK REQUIRE ANY OF THE FOLLOWING?**  
**POWER OUTAGE:**  **TRAFFIC SIGNALS AFFECTED:**  **STREET CLOSURE:**  **SIDEWALK CLOSURE:**

**ITEMS TO BE PERMITTED:**

A.C. PAVING \_\_\_\_\_ SF  SIDEWALK \_\_\_\_\_ SF

CURB & GUTTER \_\_\_\_\_ LF  TRENCHING \_\_\_\_\_ LF

DRIVE APPROACH \_\_\_\_\_ EA  TRAFFIC CONTROL ONLY

**\*THIS APPLICATION MUST BE ACCOMPANIED BY A CERTIFICATE OF INSURANCE, CONSTRUCTION PLANS, TRAFFIC CONTROL PLANS, AND A SIGNED CONDITIONS OF APPROVAL. FAILURE TO DO SO WILL RESULT IN AN INCOMPLETE SUBMITTAL AND WILL NOT BE PROCESSED.**

1. Permittee shall contact Engineering Administrative Assistant, Nadia Ramirez at [nramirez@claremontca.gov](mailto:nramirez@claremontca.gov) or (909) 399-5465, between the hours of 0700 and 1730, the week prior to the proposed start date of work to arrange a pre-construction meeting to ensure a complete understanding of the work and permit requirements. A notification to Assistant Engineer, Michael Dela Cruz at [mdelacruz@claremontca.gov](mailto:mdelacruz@claremontca.gov), should occur three days prior to the start date of any job that requires traffic control. Failure to do so can cause delays and/or work-stop notice.
2. If a time extension for this permit is required, one must be requested at least 14 days in advance of the expiration date. Permit closure occurs after the expiration date (90 days from date of issuance) and an extension will not be granted thereafter. If permit expires a new application will be required and treated as a new permit.
3. Typically, working hours and traffic control are authorized only between 0700 and 1730, Monday through Thursday, holidays or public events excluded, or as directed by City staff. Friday work must be approved by City Staff. Allowable working hours for jobs that require traffic control on arterial roadways, or near school zones, will be evaluated on a case by case basis.
4. General contractor shall inform Public Works Inspector of all sub-contractors associated with the project and provide information on the work the sub-contractor(s) will be performing. All contractor must have the appropriate state license to perform any and all work.
5. Supervisor/Foreman contact must be provided to City staff before commencement of work. Said supervisor/foreman shall be on-site at all times while work is taking place. In the event of a necessary replacement, City staff must be notified.
6. Any work on private property that requires staging of vehicles, equipment, or materials in public right-of-way will require an Encroachment Permit.
7. Any traffic control that requires lane/street closure shall be in compliance with the appropriate, and approved, traffic control plan. Approved plans (stamped and signed by City staff) must be present on-site at all times. If traffic control is not present on-site, a Stop Work Notice shall be issued.
8. Work that requires A.D.A. accessible pathways to be reduced to less than 3.5 feet in width, or a full closure, shall require a pedestrian detour plan with the appropriate signage per MUTCD.
9. Any outages to the traffic signals/meters shall be identified with the permit application.
10. All signs must be graffiti free and monitored. Signs must be replaced when damaged.
11. All signs must be taken down at the end of each working day, unless traffic control is to remain in place after working hours.
12. Temporary “NO PARKING” signs shall be placed at least 72 hours in advance of approved start date.
13. Slurry tabs shall be installed at the end of each working day to properly identify any disturbed pavement striping per CA MUTCD.
14. Final striping restoration must be completed within 7 to 10 working days after completion of final asphalt restoration.
15. Permittee must maintain access for emergency vehicles to all driveways.
16. If a bus stop is located within the area of construction, the permittee shall contact the local transit agency to arrange a temporary bus stop. Proof of contact must be provided to City staff prior to the approval of work commencement.

17. Project signs must be placed prior to the commencement of work. Signs must state a brief description of the project, utility information, contractor information, and contact information for any questions or concerns. Location to be approved by City staff.
18. All work must be performed per City Standard, unless otherwise directed by the City Engineer.
19. DigAlert, at 811, shall be notified at least 2 working days in advance of any excavation and a DigAlert Identification Number shall be obtained.
20. Permittee shall pothole and positively identify any existing infrastructure before any excavation work to ensure the excavation area is clear.
21. Once potholing has been completed, all potholes must be compacted and replaced with asphalt (specification per City Standard 1028) flush to existing surface.
22. Existing traffic signal, lights, electrical systems, sewer, and all other underground infrastructure damaged by the work authorized by this permit shall be replaced in kind, restored in kind, or better
23. All compaction must be done with the appropriate equipment (asphalt roller, vibration plate, etc.). Heavy equipment tires, or vehicles tires, are not an acceptable practice.
24. All repairs shall be made within ten (10) working days after incurring the damage. All damages causing an imminent danger to public safety shall be replaced immediately.
25. Temporary asphalt must be placed with and on compacted backfill asphalt (backfill specification per Claremont City Standard 1028) and compacted to match existing surface.
26. Final pavement restoration, "T-cut" and grind, must be performed within ten (10) working days of the installation of infrastructure.
27. If the edge of the grind area for final pavement restoration (as shown in City Standard 1028) is within three feet of the edge of pavement, grind area must be extended to said edge of pavement.
28. All concrete repairs must be done from score line to score line or from existing joints.
29. Permittee must backfill all trenches during non-working hours.
30. Use of steel plates requires City Engineer approval during the permitting process. If approved, any steel plates staged during working hours must be stacked together no more than three plates high surrounded by delineation in a secure and safe area designated area. Staging area must be shown on the traffic control and/or construction plans.
31. Work area must be completely swept free of dirt and debris at the end of each work day.
32. All U.S.A. markings must be removed before permit will be finalized.
33. Permittee must notify all affected residents and businesses by letter or door hanger.
34. All requests relating to overhead utilities in the vicinity of city trees will be subject to additional review and approval from the maintenance department (city arborist). Damage to existing city trees will result in additional studies for the damage assessment report and the recovery cost will be determined. City Arborist to be present during the pre-construction meeting and an assessment of the existing conditions of the trees in the vicinity of the proposed work will be done. A final inspection from the city arborist will be required to close out the permit.

**Failure to comply with above conditions may result in voidance of permit.**

**SIGNATURE OF APPLICANT OR AUTHORIZED AGENT:** \_\_\_\_\_

**DATE:** \_\_\_\_\_