



CITY OF LYNWOOD

Permit #: _____

Public Works Department | Engineering Division

Telephone: (310)603-0220 Ext.801 | Email: pwdpermits@lynwoodca.gov

PERMIT APPLICATION

Project Description

Job Address: _____

Job Description: _____

Job Start Date: _____ Job End Date: _____ No. of working days: _____

Contractor Information

Name: _____

Address: _____

Phone Number: _____ Email: _____

State License No.: _____ Expiration Date: _____ Class: _____

Business License No.: _____

Property Owner Information

Name: _____

Address: _____

Phone Number: _____ Email: _____

Liability Insurance Certificate

Producer: _____

Coverage Amount: _____

Phone Number: _____ Fax Number: _____

Effective Date: _____ Expiration Date: _____

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Required Documents

****The following documents must be submitted with this application for permit consideration****

- ☐ Job Standard Plans (for street/lane closures include traffic control plans/drawings)
- ☐ Business License (issued by the City of Lynwood)
- ☐ Contractor's State License (issued by the State of California)
- ☐ Certificate of Liability Insurance (City of Lynwood must be listed as Additional Insured)
- ☐ Copy of Public Works Permit Filing Fee receipt (see page 3 for details)

Conditions

A Permit will be issued subject to the following conditions:

1. Permit must be kept at the work site and be shown, on demand, to any authorized representative of the City of Lynwood or any Law Enforcement Agent.
2. No street may be closed without permission from the City Engineer. No street may be closed unless a 24-hour notice has been given to the City of Lynwood Fire Department, Sheriff's Department, and Traffic Departments. It shall be the permittee's sole responsibility to notify said departments.
3. Do not disturb any trees or shrubs without approval by the Public Works Department.
4. Permittee shall give 24-hour notice when requesting inspection - (310)603-0220 Ext.276.
5. All cuts must be saw cuts. Replace AC 1" deeper than existing pavement.
6. Permittee shall provide traffic control per Manual on Uniform Traffic Control Devices (MUTCD) or Work Area Traffic Control Handbook (WATCH). Flashing barricades are required.
7. Soil test for verifying compaction may be required.
8. Working hours are from 9:00 AM and 3:30 PM. Any work being done before or after these hours must be approved by the Public Works Department.
9. Weekend work shall not be allowed.
10. Permittee shall set-up a pre-construction meeting prior to commencing work on city's Right-of-Way - (310)603-0220 Ext.276.
11. Permittee shall notify USA SC by calling 811, two (2) days prior to start of any excavations.
12. Depending on work specifications, a deposit may be required before permit is issued.
13. All work shall be done in accordance with the Standard Specifications for Public Works Construction, latest edition and addendum unless otherwise specified.

PERMIT EXPIRES SIX (6) MONTHS AFTER THE DATE OF ISSUANCE

In consideration of the granting of this permit it is further agreed by the applicant that the City of Lynwood and any officer or employee hereof shall be saved harmless by the applicant from any liability or responsibility for any accidents, loss or damage to persons or property, happening or occurring as the proximate result of any of the work undertaken under the terms of this application and the permit which may be granted in response thereto, and that of said Liabilities are hereby assumed by the applicant. Work will be done according to State Law and City Ordinances.

I HEREBY ACKNOWLEDGE THAT I HAVE READ THESE PERMIT CONDITIONS AND STATE THAT THE INFORMATION GIVEN IS CORRECT. I AGREE TO COMPLY WITH ALL APPLICABLE CITY, STATE, AND FEDERAL LAWS AND WITH THE REQUIREMENTS OF THIS PERMIT.

Applicant Signature: _____ Date: _____

Public Works Permit Filing Fee

A non-refundable \$54.43 permit application fee (per permit) must be paid before submitting this application for permit consideration.

1) Complete the permit fee form below and pay application fee in person or by mail.

PUBLIC WORKS/ENGINEERING		
ITEM	FEE	ACCOUNT NO.
PW Permit Filing Fee	\$ 54.43	1011.45.33165
NAME OF APPLICANT: _____		
PHONE NUMBER: _____		
JOB ADDRESS: _____		

IN PERSON

Payment Methods: Cash, Debit Card,
Credit Card, Cashier's Check,
and Money Order

Location: Lynwood City Hall (Utility Billing)
11330 Bullis Road Lynwood Ca, 90262

BY MAIL

Payment Methods: Cashier's Check and
Money Order

Mail to: Lynwood City Hall (Utility Billing)
11330 Bullis Road Lynwood Ca, 90262

****Must include a copy of completed
permit application & permit fee form****

2) Once the payment has been processed, please submit a copy of the receipt with the completed application.

3) Submit completed application with all required documents in person or by email.

IN PERSON

Location: City of Lynwood - Public Works Yard
11750 Alameda St, Lynwood, CA 90262

Permit Hours: Monday – Thursday
8 am – 10 am & 2 pm – 4 pm

BY EMAIL

pwdpermits@lynwoodca.gov

Public Works staff will contact you once the application has been received and will provide further information about processing time.