

PUBLIC WORKS - ENGINEERING DIVISION
 110 E LA HABRA BLVD.
 LA HABRA, CA 90631
 HOUR: MONDAY-THURSDAY, 7:30 AM - 6:00PM
 (562) 383-4151
 Engineering@lahabraca.gov



PERMIT APPLICATION

PERMIT NO.

APPLICANT INFORMATION:				
APPLICANT'S NAME:		ADDRESS:		PHONE:
				EMAIL:
CONTRACTOR:		ADDRESS:		PHONE:
				EMAIL:
CONTRACTOR'S LIC. #:	EST. STARTING DATE:	DURATION OF WORK:	CITY LICENSE NO:	DATE OF APPLICATION:
A-({				
Applicant's PROJECT/POLE NUMBER:		WATER METER INSTALLATION: TO SCHEDULE A WATER METER INSTALLATION CALL THE PUBLIC WORKS YARD AT (562-383-4170) or Email: PublicWorks@lahabraca.gov		
PROJECT ADDRESS/LOCATION:		PW INSPECTIONS: TO SCHEDULE AN INSPECTION CALL THE INSPECTION LINE AT (562-383-4165) or Email: pwinspection@lahabraca.gov		
		IMPORTANT NOTICE: AFTER SUBMITTING THIS APPLICATION FOR A SUBSURFACE EXCAVATION, CONTACT DIG ALERT (UNDERGROUND SERVICE ALERT OF SOUTHERN CALIFORNIA) BY CALLING 811 FOR EXISTING UNDEGROUND STRUCTURAL DATE.		

DESCRIPTION OF WORK	
I hereby acknowledge that I have read the application and state that the information I have provided is correct and agree to comply with all City Ordinance, state regulations and the provisions and conditions any permit issued pursuant to this application.	
_____ APPLICANT NAME OR AUTHORIZED AGENT _____ DATE _____ SIGNATURE OF APPLICANT OR AUTHORIZED AGENT	

BELOW SECTION TO BE FILLED OUT CITY STAFF ONLY						
PERMIT EXPIRES 6 MONTHS FROM DATE OF ISSURANCE. EXCAVATION EXPIRES 60 DAYS FROM DATE OF ISSURANCE.	CONDITION OF PERMIT ARE APPLICABLE:		PERMIT FEES			
	- o NO EXCAVATION SHALL REMAIN OPEN OVERNIGHT. - o ASPHALT OR CONCRETE SHALL BE SAWCUT PRIOR TO REPAIR AND SHALL BE REMOVED TO EXISTING CONTROL JOINT. - o A COPY OF THE PERMIT AND PLANS SHALL BE KEPT ON THE SITE ALL TIMES. - o ONE TRAFFIC LANE IN EACH DIRECTION SHALL BE OPEN AT ALL TIMES. - o TRAFFIC CONTROL SETUP MUST BE APPROVED BY THE PUBLIC WORKS INSPECTOR BEFORE STARTING THE WORK. - o NO TRAFFIC DELINEATION DEVICES LEFT OVERNIGHT. - o SCHEDULE A PRE-CONSTRUCTION MEETING WITH PUBLIC WORKS INSPECTOR 48HR IN ADVANCE. - o THE CONTRACTOR SHALL LOCATE AND EXPOSE ALL UTILITY CROSSINGS AND TAKE ALL PRECAUTIONS TO PROTECT THEM WHETHER THEY ARE DISPLAYED ON THE PLANS OR NOT. - o _____ - o _____ - o _____		TYPE	ACCOUNT	FEES	
			ENCROACHMENT	113000-4425		
			STREET	113000-4413		
			SEWER/STORM DRAIN	113000-4416		
			WATER	113000-4421		
			TOTAL			
					NOTES:	
CONDITION OF PERMIT HAVE BEEN COMPLETED _____ _____ CITY INSPECTOR DATE		Expiration Date: _____ _____		VALIDATION _____ _____ SIGNATURE DATE		



CITY OF LA HABRA
PUBLIC WORKS – ENGINEERING DIVISION
110 E LA HABRA BLVD.
LA HABRA, CA 90631

PERMIT APPLICATION
GENERAL PROVISION & RESTRICTIONS

- 1. ACCEPTANCE OF PROVISIONS:** IT IS UNDERSTOOD AND AGREED BY THE PERMITTEE(S) AND/OR CONTRACTOR(S) THAT THE DOING OF ANY WORK UNDER THIS PERMIT SHALL CONSTITUTE AN ACCEPTANCE OF ALL THE GENERAL AND SPECIFIC CONDITIONS HEREOF.
- 2. WORK TO BE PERFORMED TO THE CURRENT EDITION OF STANDARD SPECIFICATION PLANS FOR THE PUBLIC WORKS CONSTRUCTION (GREENBOOK) AND SPECIFICATION AS DESIGNATED BY THE CITY ENGINEER. THE CITY OF LA HABRA AND ANY OFFICER OR OTHER EMPLOYEE THEREOF SHALL BE SAVED HARMLESS BY THE APPLICANT FROM ANY LIABILITY OR RESPONSIBILITY FOR ANY ACCIDENT, LOSS, OR DAMAGE TO PERSONS OR PROPERTY HAPPENING OR OCCURRING AS THE PROXIMATE RESULT OF ANY WORK UNDERTAKEN UNDER THE TERMS OF THIS PERMIT AND THAT ALL OF THE SAID LIABILITIES ARE HEREBY ASSUMED BY THE APPLICANT.**
- 3. THE CITY SHALL RESERVE THE RIGHT TO ADD OR DELETE ANY CONDITION OR REQUIREMENT OF THIS PERMIT AFTER ITS ISSUANCE, WHICH IT MAY DEEM NECESSARY TO MEET CONSTRUCTION STANDARDS, PREVENT INTERFERENCE WITH TRAFFIC, MITIGATE IMPACTS TO SURROUNDING PROPERTIES OR ASSURE THE SAFETY OF PERSONS USING THE RIGHT-OF-WAY.**
- 4. NOTIFICATION:** THE CITY SHALL BE NOTIFIED A MINIMUM OF 48-HOURS BEFORE THE START OF WORK FOR INSPECTIONS AND TO SCHEDULE A PRE-CONSTRUCTION MEETING. TO SCHEDULE AN INSPECTION OR MEETING EMAIL: pwinspection@lahabraca.gov or CALL THE INSPECTION LINE AT [562-383-4165](tel:562-383-4165).
- 5. START DATE:** NO ACCESS OR WORK (INCLUDING DEMOLITION) SHALL BE PERFORMED WITHIN THE CITY RIGHT-OF-WAY WITHOUT CONFIRMATION FROM THE CITY PUBLIC WORKS INSPECTOR PROVIDING CONFIRMATION TO THE APPLICANT AND / OR CONTRACTOR THAT A PRE-CONSTRUCTION LAYOUT MEETING IS EITHER REQUIRED OR NOT REQUIRED.
- 6. DIG ALERT NOTIFICATION REQUIRED:** THE PERMITTEE SHALL NOTIFY DIG ALERT TWO WORKING DAYS IN ADVANCE OF PERFORMING EXCAVATION WORK BY CALLING 811 NOTIFICATION TO BE RENEWED AT NOT MORE THAN 14 CALENDAR DAY INTERVALS. ALL MARKINGS BY CONTRACTORS SHALL BE MADE WITH CHALK-BASED AEROSOL PAINT.
- 7. CONTRACTORS/SUBCONTRACTORS:** IF AN APPLICANT HIRES A CONTRACTOR OR SUBCONTRACTOR, THE CONTRACTOR/SUBCONTRACTOR MUST ALSO SIGN THIS APPLICATION AND ADHERE TO THE INDEMNITY AND ADDITIONAL INSURED REQUIREMENTS FOR THE CITY.
- 8. RESTORATION IMPROVEMENTS:** REMOVAL OF EXISTING PAVEMENT MARKINGS, SIGNS, POSTS, CONCRETE MEDIANS, LANDSCAPING, PAVEMENT, SIDEWALK, ETC., BOTH IN THE PUBLIC RIGHT OF WAY AND ON PRIVATE PROPERTY, SHALL BE APPROVED BEFORE REMOVAL. THE APPLICANT IS RESPONSIBLE FOR ASSURING THAT ALL ITEMS REMOVED ARE RESTORED TO THEIR ORIGINAL LOCATIONS AND CONDITION AS EXISTED BEFORE

REMOVAL. ADDITIONALLY, ALL TEMPORARY SIGNS, PAVEMENT MARKINGS, STORMWATER BMP AND OTHER DEVICES, MARKS, AND STRUCTURES ARE COMPLETELY REMOVED FROM THE WORK SITE.

- 9. Underground District:** UNDER ORDINANCE NO. 747 THE CITY WILL NOT ALLOW ANY OVERHEAD UTILITY INSTALLATION IN AREAS UNDER THE UNDERGROUND DISTRICT MAP. (SEE THE CITY'S WEBSITE FOR MAP)
- 10. INSURANCE REQUIRED:** THE APPLICANT MUST ATTACH HERETO PROOF OF INSURANCE AS REQUIRED BY THE CITY OF LA HABRA PER EXHIBIT A OF THIS ENCROACHMENT PERMIT APPLICATION ENTITLED "ENCROACHMENT PERMIT INSURANCE REQUIREMENTS."
- 11. KEEP PERMIT AND PLANS ON WORK SITE:** A VALIDATED COPY OF THIS PERMIT AND PLANS SHALL BE KEPT ON THE JOB SITE AND BE SHOWN, ON-DEMAND, TO AUTHORIZED CITY REPRESENTATIVES OR LAW ENFORCEMENT OFFICERS. FAILURE TO PRODUCE A PERMIT WILL SUBJECT THE JOB TO IMMEDIATE SHUTDOWN OF THE CONSTRUCTION.
- 12. DELAYS:** UPON NOTIFICATION BY THE CITY ENGINEER THAT UNDUE DELAY IN THE JOB COMPLETION HAS OCCURRED, THE CITY, AT ITS DISCRETION MAY CANCEL THIS PERMIT AND CAUSE COMPLETION OF THE JOB BY CITY FORCES OR ANOTHER CONTRACTOR. ALL EXPENSES FOR SUCH WORK DONE SHALL BE BORNE BY THE PERMITTEE. A CONSECUTIVE 72 HR. A PERIOD OF CEASED WORK SHALL CONSTITUTE UNDUE DELAY.
- 13. WORKING HOURS:** NORMAL WORKING HOURS ARE FROM 7:00 AM TO 4:00 PM WITH THE EXCEPTION OF TRAFFIC LANE CLOSURES ON ARTERIAL STREETS WHICH SHALL BE LIMITED BETWEEN THE HOURS OF 9:00 A.M AND 3:00 P.M. NO LANE CLOSURE BEFORE OR AFTER THOSE TIMES IS ALLOWED.
- 14. TRAFFIC:** THE TEMPORARY TRAFFIC CONTROL SET-UP SHALL BE INSPECTED AND APPROVED BY PUBLIC WORKS INSPECTOR, TRAFFIC MANAGER, OR DESIGNATED REPRESENTATIVE BEFORE THE COMMENCEMENT OF ANY WORK IN THE PUBLIC RIGHT-OF-WAY. THE CONTRACTOR SETTING UP TEMPORARY TRAFFIC CONTROL SHALL BE CALIFORNIA C-31 LICENSED AND ATSSA CERTIFIED (OR APPROVED EQUAL). NO TRAFFIC DELINEATION DEVICES WILL BE LEFT OVERNIGHT. THE INSPECTOR WILL PERFORM RANDOM INSPECTIONS TO VERIFY THE TRAFFIC IS SET UP TO THE ACCEPTED PLANS.
- 15. ROAD CLOSURE:** FOR WORK THAT REQUIRES LANE CLOSURE ON ARTERIAL STREETS, THE PERMITTEE SHALL PROVIDE PUBLIC NOTIFICATIONS TO PROPERTIES IMPACTED BY THE CONSTRUCTION WORK 7 DAYS IN ADVANCE.
- 16. SITE ACCESS:** THE APPLICANT IS RESPONSIBLE FOR PROVIDING AND MAINTAINING AN ALTERNATE ACCESSIBLE ROUTE AROUND THE WORK SITE AT ALL TIMES. ALTERNATE ACCESS ROUTES SHALL BE IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT (ADA).
- 17. WATER:** WATER USED DURING CONSTRUCTION SHALL NOT BE OBTAINED FROM ANY FIRE HYDRANT, FLUSHING RISER, OR ANY OTHER PUBLIC SOURCE WITHOUT FIRST OBTAINING A PERMIT TO DO SO FROM THE ENGINEERING DEPARTMENT OF THE CITY OF LA HABRA.
- 18. CONNECTING TO EXISTING CITY OF LA HABRA WATER LINES,** EITHER FOR NEW WATER LINE OR FIRE HYDRANT LATERAL, SHALL BE MADE AT THE TIME AND IN A MANNER SPECIFIED BY THE CITY ENGINEER. THE EXISTING WATER MAIN SHALL NOT BE SHUT DOWN FOR CONNECTION WITHOUT PRIOR APPROVAL FROM THE ENGINEER NOR WITHOUT TWENTY-FOUR (24) HOUR PRIOR NOTICE TO THE WATER UTILITY. NO CONNECTIONS WILL BE MADE WITHOUT THE PRESENCE OF THE PUBLIC WORKS INSPECTOR OR AUTHORIZED REPRESENTATIVE.

CONNECTION TO EXISTING MAINLINE SHALL BE PERFORMED UNDER PRESSURE UNLESS AUTHORIZED BY CITY ENGINEER.

- 19. SITE MAINTENANCE:** THE APPLICANT IS RESPONSIBLE FOR DAILY MAINTENANCE (24/7) OF THE PROJECT SITE AND HAUL ROUTES FOR ANY IMPORTED OR EXPORTED MATERIALS. STOCKPILED DEBRIS AND MATERIALS SHALL BE KEPT CLEAN AND ORDERLY AND OUT-OF-TRAFFIC LANES AND HAUL ROUTES SHALL BE MONITORED AND SWEEPED AS REQUIRED TO MINIMIZE TRACKING AND DUST.
- 20. CLEANUP:** UPON COMPLETION OF THE WORK, ALL BRUSH, TIMBER, SCRAPS, MATERIAL, ETC., SHALL BE ENTIRELY REMOVED AND THE RIGHT-OF-WAY SHALL BE LEFT IN A CONDITION EQUAL TO OR BETTER THAN EXISTED BEFORE WORK STARTED. ALL ROADSIDE DRAINAGE DITCHES SHALL BE RESTORED TO A TRUE GRADE, INTAKE, AND OUTLET ENDS OF ALL CULVERTS SHALL BE LEFT FREE FROM ALL MATERIALS AND DEBRIS.
- 21. WATER QUALITY:** APPLICANT SHALL COMPLY WITH NPDES REQUIREMENTS FOR GENERAL CONSTRUCTION ACTIVITY PROVIDING APPROPRIATE BMP, WQMP, EROSION CONTROL, AND DRAINAGE MEASURES. REQUIRED BMP FACTSHEET ARE AVAILABLE ONLINE THRU(<https://ocerws.ocpublicworks.com/service-areas/oc-environmental-resources/oc-watersheds/unincorporated-countywide-compliance/best>).
- 22. SHORING:** ANY EXCAVATION UNDER 4FT DEPTH WILL REQUIRE SHORING. APPLICANT WILL NEED TO SUBMIT SHORING PLANS AND THE PLANS MUST BE STAMPED AND SIGNED BY A PROFESSIONAL ENGINEER.
- 23. STEEL PLATE:** UNLESS SPECIFIED, THE USE OF STEEL PLATE BRIDGING AT ANY GIVEN LOCATION SHOULD NOT EXCEED FOUR (4) CONSECUTIVE WORKING DAYS IN ANY GIVEN WEEK. TRENCH PLATES NEED TO BE SET FLUSH WITH PAVEMENT AND SECURED IN PLACE FOR ANY DURATIONS UPON APPROVAL OF THE ENGINEER. BACKFILLING OF EXCAVATION SHALL BE COVERED WITH A MINIMUM OF THREE (3") INCHES (78mm) OF TEMPORARY LAYER OF COLD ASPHALT CONCRETE.
- 24.** ANY VIOLATIONS OF THE TERMS OF THIS PERMIT SHALL RESULT IN REVOCATION OF PERMIT AND COMPLETE SHUTDOWN OF WORK.
- 25.** WORK UNDERTAKEN WITHOUT A PERMIT SHALL BE SUBJECT TO A PENALTY EQUAL TO DOUBLE OF THE PERMIT FEE.
- 26.** THE PUBLIC WORKS INSPECTOR, EITHER AT THE TIME OF THE ISSUANCE OF THE PERMIT OR DURING CONSTRUCTION, CAN INCLUDE ADDITIONAL CONDITIONS AS HE MAY DEEM NECESSARY FOR THE PROTECTION OF THE HIGHWAY OR PUBLIC PROPERTY OR FOR THE PREVENTION OF UNDUE INTERFERENCE WITH TRAFFIC, OR TO ASSURE THE SAFETY OF PERSONS USING THE HIGHWAY.
- 27. MATERIALS:** THE CONTRACTOR SHALL PROVIDE THE CITY WITH CUT SHEETS AND A CATALOG FOR ALL MATERIALS TO BE INSTALLED ON THE PROJECT FOR CITY'S REVIEW AND APPROVAL, PRIOR TO INSTALLATION.