



RIGHT-OF-WAY WORK PERMIT CITY OF LAGUNA BEACH

(To be completed by Applicant)

Property Address of Work to be Performed: _____

Property Owner Name: _____ Phone/Email: _____

CONTRACTOR INFORMATION

Contractor Name: _____

Contractor Address: _____

Contractor Phone: _____ Contractor Email: _____

Licensed Contractor's Declaration: I hereby affirm under penalty of perjury that I am licensed under the provisions of Chapter 9 (commencing with Section 7000) of the Business and Professions Code, and my license is in full force and effect:

License Class: _____ License #: _____ City Business License #: _____

Contractor shall only perform the work permitted in the respective license class.

WORKER'S COMPENSATION INFORMATION

I hereby affirm under penalty of perjury one of the following declarations (Please initial):

_____ I have and will maintain a certificate of consent to self-insure for workers compensation as provided for by Section 3700 of the Labor Code for the performance of the work for which this permit is issued.

_____ I have and will maintain worker's compensation insurance as required by Section 3700 of the Labor Code for the performance of the work for which this permit is issued. My worker's compensation insurance carrier and policy number are as follows:

Carrier _____ Policy # _____

_____ I certify that in the performance of the work for which this permit is issued, I shall not employ any person in any manner as to become subject to the worker's compensation provisions of Section 3700 of the Labor Code; or if I do so, I shall forthwith comply with those provisions.

DESCRIPTION OF WORK

Check all that apply. Please indicate the Length and Width for all trenching activity under the Detailed Description of Work.

CONCRETE

- Driveway
- Sidewalk
- Retaining Wall
- Curb/Gutter
- Stairs
- Rebar

OTHER

- Trenching Asphalt
- Trenching Soil
- Excavation
- Backfill
- AC Paving
- Landscape
- Sewer
- Saddle
- Materials Storage
- Access to Buried Utility
- Other _____
- Improvements per attached plan(s)
- Traffic Control
- Fencing

Detailed Description of Work: _____

(Continue on next page)

SIGNATURE AND ACKNOWLEDGEMENT

This permit is not valid unless payment is received and permit number is issued. If work is not started within **60 days of issuance (120 days for public utilities)**, the permit will be void unless an extension is approved by the Public Works department.

Applicant hereby acknowledges that all permit terms and conditions have been read and understood, including referenced documents, and that applicant agrees to abide by them.

Date: _____ Applicant's signature: _____ Print Name: _____

(To be completed by Department)

CONDITIONS OF APPROVAL – For Department Use Only

Street Classification: Collector Resurfacing Moratorium Summer Moratorium Other _____

Refer to Slurry Seal and Summer Construction moratoriums for street classifications.

Special Conditions of Approval: _____

Utility Agencies: In-process inspection not required. Call _____ 24 hours prior to work.

Fees are as follows per Resolution #22.037: _____ Sewer Connection _____ Street Excavation _____ Sidewalk
_____ Curb & Gutter _____ REP Construction _____ Traffic Control Plan Review _____ Miscellaneous

Total Fees Due: \$ _____

APPROVALS – For Department Use Only

Verify Community Development Entitlements if applicable:

DRB # _____ REP # _____ Matches Community Development Approved Plans N/A

PERMIT APPROVED BY PUBLIC WORKS DEPARTMENT: _____ DATE: _____

PUBLIC WORKS PERMIT #: _____ PERMIT # ISSUED BY: _____

INSPECTION RECORD – Enter Date Inspected and Initials

| | | | |
|----------------------|-------------------------|-------------------------|--------------------------------|
| _____ Driveway | _____ Rebar | _____ AC Paving | _____ Access to Buried Utility |
| _____ Sidewalk | _____ Trenching Asphalt | _____ Landscape | _____ Traffic Control |
| _____ Retaining Wall | _____ Trenching Soil | _____ Sewer | _____ Fencing |
| _____ Curb/Gutter | _____ Excavation | _____ Saddle | _____ Other |
| _____ Stairs | _____ Backfill | _____ Materials Storage | |

REMARKS: _____

Work inspected and approved per: _____
Inspector's Signature Date

TERMS AND CONDITIONS

1. Permittee agrees to indemnify and hold the City, its authorized agents, officers, representatives and employees harmless from all liabilities, suits, or actions of every description arising out of any accident, loss or damage to persons or property occurring as proximate result of any work undertaken under this permit.
2. All work shall be done in accordance with the approved plans and standard specifications of the City of Laguna Beach and in compliance with all the applicable state laws, City ordinances and the Standard Plans and Specifications for Public Works Construction (Green Book), latest edition.
3. **INSPECTION:**
 - a) All work in the public right-of-way must be inspected by the Public Works Department to ensure compliance with City standards.
 - b) Call (949) 497-0711 to discuss inspection requirements prior to beginning work and to arrange for a Public Works inspection. Inspectors are available during normal business hours, with minimum 48 hours advance notice.
 - c) Failure to arrange for an inspection may require the removal and reconstruction of improvements.
 - d) Forms and sub-grades must be inspected before placement of asphalt or concrete.
 - e) Trenches must be inspected before backfilling.
 - f) Open trenches must be backfilled or plated (non-skid) during non-working hours. Open trenches are not permitted after 5:00 p.m.
 - g) This permit is not valid for work constructed on private property. Work conducted on private property shall be permitted and inspected by the Building Division.
4. **WORKING HOURS/DAYS:**
 - a) Construction shall not occur at any hours outside of 7:30 a.m. to 6:00 p.m. or on any weekend or federal holidays pursuant to LBMC 7.25.080. Please visit the City website for a list of the observed holidays.
 - b) Mobilization is not permitted outside of the stated construction hours including site access, loading trucks, deliveries, etc.
 - c) Construction shall not occur on any Election Day.
 - d) Refer to the "Summer Construction Moratorium" for a map of public streets where construction is not allowed between Memorial Day and Labor Day due to increased summer traffic.
5. Any street trenching or excavation within streets that have been resurfaced in the past five years, as depicted on the "Slurry Seal Moratorium" map, shall require a special street restoration seal coat. Seal coat shall extend the full street width unless otherwise approved on this permit.
6. Pavement and sidewalk repairs shall be constructed per the City's "Pavement Repair Detail" and "Sidewalk Brick Band Detail" located on the City website. Cold Mix Asphalt is only permitted for temporary repairs and shall not be used as a permanent installation. All permanent installations shall be completed within three weeks of the temporary resurfacing.
7. Contact the Water Quality Department at (949) 497-0378 to schedule a sewer connection inspection or for questions regarding the City's sewer main.
8. Proper traffic control and safety measures shall be provided and maintained at all times, including trenches, excavations and obstructions. Barricades shall be properly illuminated at dusk. All signs, flags, lights and other warning and safety devices shall conform to the requirements set forth in the current "Work Area Traffic Control Handbook" (WATCH Manual), latest edition, issued by BNI Publications.
9. If proper traffic control is not provided, the City may elect to place barricades for which the permittee will be charged \$25 per barricade, per day, with a minimum charge of \$100.
10. Access to fire hydrants and emergency access shall be provided and maintained at all times.
11. Permittee must notify all potential subsurface utility owners before starting any underground construction pursuant to California Code 4216. Call Dig Alert at least two full working days prior to excavating at 1-800-422-4133 or 8-1-1. All Underground Service Alert markings shall be fully removed within 48-hours of substantial work completion.
12. Unused materials shall be removed from the public right-of-way within 24 hours after the substantial completion of work. If materials are not removed, the City may remove them, and the permittee shall be billed.
13. This permit shall be kept at the job site at all times.
14. Street closures shall be kept to a minimum. Not more than one-half the width of a traveled way may be disturbed at one time, while maintaining two-way path of travel (except on one-way streets). The remaining width shall be kept open to traffic by bridging, backfilling, or a method approved by the City's representative.
15. Permittee shall guarantee all pavement/trench restoration work for a period of one year. Permittee shall repair all pavement/trench failure related to permitted work within ten working days of City notice.
16. All permitted work shall be immediately inspected, backfilled, restored, and cleared from the public right-of-way upon completion. Failure of the permittee to comply will result in immediate clean up by the City and back-charging to the permittee for all costs plus 10% penalty. The permittee may be subject to an administrative citation.
17. This permit may be immediately revoked for reasons in the best interest of the City, for violation of permit conditions, or for the creation of a nuisance. The City may take full possession of the area upon notice by the City representative. Permittee shall pay to the City any costs associated with the restoration of City property and/or right-of-way, or removal of any items installed by the applicant, as deemed necessary by the City representative.