

**CITY OF LA CAÑADA FLINTRIDGE - PUBLIC WORKS DEPARTMENT
1327 FOOTHILL BOULEVARD, LA CAÑADA FLINTRIDGE, CA 91011-3127 818-790-8882
EXCAVATION/ENCROACHMENT PERMIT APPLICATION**

Date: MMM DD-2011		Permit No.: 11- _____	
Permittee WO#:		Issuer's Name:	
Thomas Guide Page: 535 - ____		Permittee:	
Waste Hauler:		Tract/Parcel: N/A	
Contractors License No.:		Expires:	
Anticipated Start Date: MMM DD-2011		Estimated Duration of Project: 14 Day	
<p>Permittee hereby makes application for permit to excavate/encroach in the Public Right-of-Way at the following described locations, subject to the provisions required by Standard Specifications for Public Works Construction as amended or the Municipal Code and City ordinance of the City of La Cañada Flintridge, the attachments hereon specified, and the specified requirements indicated hereon. It is the Contractor's responsibility to investigate locations of existing underground utilities.</p> <p>In consideration of the granting of this permit, it is agreed by the Permittee, that the City of La Cañada Flintridge and any of their officers or employees thereof shall be saved harmless by the Permittee from any liability or responsibility for any accident, 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 or permits which may be granted in response hereto, and that all of said liabilities are hereby assumed by the Permittee. It is further agreed that if any part of this installation interferes with the future use of the highway by the general public, it must be removed or relocated, as designated by the City Engineer or Superintendent of Streets, at the expense of the Permittee or his successor in interest. This permit is void if the Permittee is not in compliance with Section 3800 of the labor code.</p>			
Description of work: Trash Bin in Street		Size and type of pipe, conduit or cable: N/A	
Location of project: _____, La Cañada Flintridge, CA 91011		Type of surface: N/A	
Length and width of excavation: N/A		Drawing or Sketch Included: YES	
Attachments: Drawing provided by Permittee;		Permit Rider: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Original Signed By _____ Permittee or Authorized Agent (Sign & Print Name)		Telephone No.: Contact Person:	
Mailing Address:		City:	ZIP:
Valid When Underground Service Alert Ticket No. Entered A		USA (800) 227-2600	
Validation No.	Date	Total Paid	Check No.
Receipt No.		Issuance Fee	\$ 55.00
		Inspection Fee	\$
<p align="center">INSPECTION REQUIRED</p> <p>Call Permit Office 818-790-8882; 24 HOURS before starting work, give permit number. Permit void if work not started in 60 days and continued to completion. Permit only good for 14 days – may be renewed once at no fee.</p> <ul style="list-style-type: none"> - Trash Bins in Street requires Reflectors on both ends. - Tape copy of permit to bin. 		Subtotal:	\$
		Account No.:	
<p>Special Conditions/Requirements: <u>Any damage to public improvements must be repaired at the expense of the Permittee to the satisfaction of the Public Works Department.</u></p> <p>Call Permit Office 818-790-8882 to sign completed permit and close.</p>		Deposit:	\$
		Account No:	
<p align="center">COMPLETION REPORT</p> <p><input type="checkbox"/> Repaired by City (Unit Charge) Date completed: _____</p> <p><input type="checkbox"/> Repaired by Permittee <input type="checkbox"/> Final Acceptance/Refund</p> <p><input type="checkbox"/> No damage found</p>		Total	\$ 55.00
		(DEPOSIT REFUNDS SUBJECT TO FINAL INSPECTION AND ACCEPTANCE)	
Edward Hitti, P.E., Director of Public Works		Date	
THE ABOVE TOTAL PERMIT FEES MUST BE PAID IN FULL PRIOR TO ANY OTHER PERMIT ISSUANCES			

CITY OF LA CAÑADA FLINTRIDGE

PUBLIC WORKS DEPARTMENT CHECKLIST FOR OBTAINING A CONSTRUCTION PERMIT

STEP	TYPE OF WORK	CHECK ONE	
		YES	NO
1	Installation of mailbox or landscaping consisting of groundcover and irrigation. If YES, NO PERMIT IS REQUIRED. If NO, go to STEP 2.		
2	Staging of roll-off bin, vehicle, equipment and/or material; or installation of landscaping other than groundcover within the PROW. If YES, an encroachment permit is required, go to STEP 4. If NO, go to STEP 3.		
3	Construction of curb, gutter, sidewalk, drive approach, hardscaping, curb drain, street pavement, temporary construction fence, or utility. If YES, an excavation permit is required, go to STEP 4. If NO, please talk to a Public Works representative.		
4	Fill out the construction permit application.		
	Is excavation greater than five (5) feet? If YES, a CAL/OSHA permit is required, go to STEP 5. If NO and you are the property owner, go to STEP 8.		
5	Provide CAL/OSHA permit.		
6	Provide California State contractor's Class A license.		
7	Provide letter of authorization from owner (i.e. Permittee).		
8	Provide 8.5" X 11" scaled drawing of the project site showing all existing and proposed improvements including, but limited to the following: <ul style="list-style-type: none"> ▪ Property address and north arrow. ▪ Lot size – width of front yard, if corner lot, show width of both street frontages. ▪ ROW line, centerlines of street and ROW, width of parkway (distance between edge of roadway and ROW line) as established by engineering survey. ▪ Existing curb height, gutter width, sidewalk width, drive approach dimension, hardscaping, curb drain, tree, mailbox, utility pole, sign post, etc. ▪ Proposed construction with dimensions of all work. ▪ Is decorative concrete work being performed? If YES, a covenant is required, go to STEP 9. If NO, go to STEP 10. 		
9	Execution of a covenant for maintenance purposes is required. Provide proof of ownership and legal description of property (i.e., grant deed and/or preliminary title report.)		
10	Is project greater than 1,000 SF? If YES, a Construction & Demolition (C&D) permit is also required, go to STEP 11. If NO, go to STEP 12.		
11	Fill out the C&D permit application.		
12	Provide 8.5" X 11" photographs of the project site.		
13	Provide proof of insurance (general liability, workers' compensation). All insurance documents MUST name the City as an additional insured and provide the proper endorsement form and language as specified in the insurance requirements. SEE ATTACHED INSURANCE REQUIREMENTS AND SAMPLE ENDORSEMENT LANGUAGE.		
14	Contact Underground Service Alert (USA) at 1-800-227-2600 and obtain a USA Dig Alert Number and insert number into permit application.		
15	Make check payable to the City of La Cañada Flintridge.		

I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Applicant's Name: _____

Address: _____; Phone Number: _____

ATTENTION BUILDING PERMIT APPLICANTS

*There is NO SELF-HAULING in the City of La Cañada Flintridge.
It is your responsibility to confirm with the haulers what materials they
recycle – it may vary depending on the hauler.*

**City of La Cañada Flintridge
Authorized Waste Hauler 2008 Contact List**

Allied Waste Services

9200 Glenoaks Boulevard
Sun Valley, CA 91352

Phone: (888) 742-5234

Fax: (818) 504-3034

*Roll-off, Commercial, and
Residential Services

Athens Services

12221 N. Lopez Canyon Road
Sylmar, CA 91342

Phone: (888) 336-6100

Fax: (626) 330-4686

*Roll-off, Commercial, and Residential
Services

Crown Disposal

9157 De Garmo Avenue
Sun Valley, CA 91352

Phone: (818) 767-0675

Fax: (818) 768-0541

*Roll-off Service

*[Does not recycle composition shingles
or Cal-shake.]*

Looney Bins

11616 Sheldon Street
Sun Valley, CA 91352

Phone: (818) 768-7197

Fax: (818) 768-7107

*Roll-off Service

NOTICE: Use of unauthorized waste haulers for any project may result in the suspension of building inspections and permits, and the forfeiture of recycling performance securities. La Cañada Flintridge Municipal Code requires that only authorized waste haulers transport any type of solid waste in the City including roofing tear-off and construction and demolition debris.

BINS IN RIGHT OF WAY: If bin is in the public right-of-way, you must have a Permit through City of La Cañada Flintridge Dept. of Public Works.