



## Public Works Department

### Grading/On-site Construction Permit Requirements

1. Provide MMRP clearance by the Project's Planner (An email confirmation will suffice)
2. Submit one (1) digital copy of the SWPPP if not provided already
3. Provide one (1) hard copy and digital copy of the approved WQMP
4. Provide one (1) hard copy and digital copy of the approved Hydrology Study
5. Print and provide one (1) one-full size bond set of approved Grading Plans
6. Submit one (1) digital copy of the Construction Site ingress/egress traffic control plan for mobilization and construction activities
7. Provide a digital copy of the Gantt Chart Construction Schedule
8. Submit a copy of the Contractor's State License. "B" License is acceptable.
9. Submit a copy of the Contractor's City Business License
10. Submit Letters of Authorization to pull permits unless the owner/developer is a licensed contractor
  - a. Letter from property owner/developer authorizing selected contractor
  - b. Letter from contractor authorizing an individual to act as an agent for the company
11. Final Maps, ROW Dedications, Vacations, Easements, Etc. (where applicable)
  - a. Any outstanding right-of-way dedications/vacations/easement must be at a minimum in the plan check phase if not recorded already
  - b. Any outstanding Final Tract/Parcel Maps must be at a minimum in the plan check phase if not recorded already
  - c. Any outstanding Lot Line Adjustments/Parcel Mergers must be at a minimum in the plan check phase if not recorded already
  - d. Any outstanding easements must be at a minimum in the plan check phase if not recorded already
12. Submit Monumentation Bonds/Cash Deposits for projects with Final Tract/Parcel Maps
13. Pay any outstanding Plan Check Fees
14. Pay any outstanding applicable Traffic Fair Share Fees
15. Record WQMP Access, Maintenance, and Transfer Agreement\*

### Off-Site Construction Permits

16. Submit CAD Files for any approved public improvements such as Street, Water, Sewer, Street Light, Signing & Striping, Traffic Signal, and Storm Drain Plans
17. Submit a copy of the Contractor's State License. A "B" License is not acceptable. Must be an "A" License or specialized "C-#" License.
18. Submit a Certificate of Liability Insurance with the City of Colton as an additional Certificate Holder and "Additional Insured – State or Political Subdivision – Permits" \*\*Permit is valid only until the expiration of the insurance provided. Update unexpired insurance must be submitted to Public Works to extend the permit for the remaining term.\*\*
19. Submit 100% Faithful Performance Bonds, Labor & Materials (Payment) Bonds, and Maintenance & Warranty Bonds.
20. Submit Master Traffic Control Plans covering all construction phases in the public right-of-way at least four (4) weeks in advance to avoid delays. The Master Traffic Control Plan shall include dry-utilities, wet-utilities, street improvements, pot-holing, etc. WATCH Manual is only acceptable for local residential streets.
21. Submit a filled out Traffic Advisory Notice (TAN) Form at least 2 weeks in advance prior to the start of long-term traffic interruptions due to construction activities.

\*Will not delay permit issuance; however, can delay critical path if not recorded soon after permit issuance.