



**DRY UTILITY**  
**CONSTRUCTION PERMIT APPLICATION**  
**CITY OF POMONA**  
**PUBLIC WORKS/ENGINEERING**

505 S. Garey Avenue, Pomona CA 91769  
(909) 620-2281

**DRY UTILITY COMPANY INFORMATION**

Edison     Gas     Verizon     Other: \_\_\_\_\_

Work Order Number / Project Number: \_\_\_\_\_

Project Planner Name: \_\_\_\_\_

Project Planner Contact Number & Email: \_\_\_\_\_

Project Planner Address: \_\_\_\_\_

Project Planner City/State/Zip: \_\_\_\_\_

**ENGINEER INFORMATION**

Engineer Name: \_\_\_\_\_

Engineer Contact Number & Email: \_\_\_\_\_

Engineer Address: \_\_\_\_\_

Engineer City/State/Zip: \_\_\_\_\_

**CONTRACTOR INFORMATION**

Contractor Company Name: \_\_\_\_\_

Contractor Contact Name: \_\_\_\_\_

Contractor Contact Number & Email: \_\_\_\_\_

Contractor Address: \_\_\_\_\_

Contractor City/State/Zip: \_\_\_\_\_

Contractor License: \_\_\_\_\_      Expiration: \_\_\_\_\_

**PROPOSE WORK (MUST SELECT ONE)**     CPUC Mandated by: \_\_\_\_\_

- Maintenance     New Construction     Repair  
 After the Fact     Replacement

**PROJECT LOCATION:**

Job Address: \_\_\_\_\_

Location: (Check all that applies)

- Street     Sidewalk     Parkway     Alley  
 Trench     Cuts     Pothole     Bore  
 Other (e.g. park, rear of property, parking lot ) Must specify: \_\_\_\_\_

Detailed Scope of Work (e.g. overhead, excavation...): \_\_\_\_\_

Project duration: \_\_\_\_\_

Project Outage duration: \_\_\_\_\_

**Does Your Work Require Any of The Following?**

- |   |   |                                       |
|---|---|---------------------------------------|
| <input type="checkbox"/> Street Closure           | <input type="checkbox"/> Sidewalk/Parkway Closure | <input type="checkbox"/> Lane Closure |
| <input type="checkbox"/> Residential Interruption | <input type="checkbox"/> Commercial Interruption  |                                       |

**SUBMITTAL REQUIREMENTS**

- Include with your submittal 1 set of DETAILED CONSTRUCTION PLANS on work to be done within City Right of way.
- Include with your submittal 1 set of job specific Traffic Control Plan or per the California Temporary Traffic Control Handbook if applicable.
- Include 1 aerial photo of project location.
- Completed and signed application

**GENERAL PERMIT REQUIREMENTS**

- A State of California "Class A Contractors License" is required for all work performed in the City right-of-way.
- Minimum of one million dollars per occurrence is the minimum acceptable amount of liability insurance coverage for any work in City right-of-way. With the City being named as additionally insured.
- City of Pomona Business License is required for all Contractors and Subcontractors.
- Assignment of Public Works Inspector.

**INSPECTION REQUIREMENTS PRIOR TO CONSTRUCTION**

- Mandatory pre-construction meeting 24 hours prior to construction with Public Works Inspector.  
***NOTE: IF A PRE-CONSTRUCTION MEETING HAS NOT BEEN SCHEDULED AND COMPLETED, WORK AND/OR PROJECT WILL BE SUBJECT TO IMMEDIATE SHUT DOWN AND PERMIT REVOCATION***
- Underground Service Alert of Southern California shall be notified no less than 48-hours in advance of any digging and prior to pre-construction meeting, toll free at 8-1-1.
- All work shall be done in accordance with City of Pomona Specifications and Standards.
- Notifications to affected residential/commercial properties and owners of power outages. Copy of outage notification shall be provided to the City at preconstruction meeting.

**FEES**

- Refer to the Engineering Division's Fee Schedule for the Construction Permit fee and the associated Inspection fee.

**I, the applicant, have read and do understand all of the above conditions:**

\_\_\_\_\_  
Name of Applicant

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date