



## **Fees, Process, and Submittal Requirements for Encroachment Permit for Sidewalk Dining Facilities/Improvements in the Public Right-of-Way**

### **Governing Municipal Code:**

**Redondo Beach Municipal Code Title 3 Public Safety; Chapter 14 Encroachment Permits; § 3-14.03 Encroachment Permit for “...improvement in the public right-of-way wishing to occupy said right-of-way...”.**

The City Engineer and Community Development Director jointly serve as “Permit Administrator” for “Encroachment Permits” issued for the development/provision of “sidewalk dining” facilities/improvements within the public right-of-way and shall be issued at their sole discretion or their designee(s). Responsible agencies also include the City of Redondo Beach’s Police Department, Risk Management, and California State ABC.

Any such Sidewalk Dining Permit application shall be subject to an annual fee (after the first year of operation for projects with improvements) or upon issuance (for projects with no improvements) as established by resolution of the City Council in addition to plan check and inspection fees as required below.

### **Public Works Department Fee Schedule:**

Engineering Plan Check Fee (Due at issuance):	\$ 236/Per Plan Check
Encroachment Permit Fee (Due at issuance):	\$ 80
Engineering Inspection (Due at issuance):	\$ 278 min-\$ 139/Per Inspection
Engineering Deposit (Due at issuance):	\$ 1,000
Sidewalk Dining Annual Fees:	
Tier 1 (Alcohol)	\$ 12/SF
Tier 2 (No Alcohol)	\$ 6/SF
Deposit	10% of valuation or cost to remove improvements; \$1,000 minimum (Tier 1 & 2)

**Community Development Department Fee Schedule:**

Planning Division Plan Check Fee (Due at issuance):	\$ 205
Planning Division "Field Re-Inspection" Fee (Due issuance):	\$ 200
Building Division Plan Check Fee (NA):	NA
Building Division Permit intake and routing fee (Due at issuance):	TBD

**Total Fee Estimates for Sidewalk Dining Plan Check/Permit/Inspection (based on 2 rounds of plan check) (does not include Engineering Deposit or Building Division Permit intake and routing fee): \$ 1,096.00.**

The above fee schedule is an estimate and can vary based upon the scope and complexity of the actual project. **The above fee schedule estimate does not include a license fee for the ongoing use of Public Right-Of-Way beyond the initial one (1) year term for projects with improvements. This annual license fee has yet to be determined.**

The City of Redondo Beach may find it necessary to request additional information after initial review and issuance of the Engineering Permit-Encroachment Permit for Sidewalk Dining Facilities/Improvements within the Public Right-Of-Way.

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**Process Summary and Schedule for Sidewalk Dining Encroachment Permit Review and Issuance:**

- 1. Initial inquiries should be made through the Planning Division. Primary initial contact is the City's Planning Manager, Sean Scully.**
  - a. Email: [sean.scully@redondo.org](mailto:sean.scully@redondo.org)
  - b. Phone: 310-318-0637
- 2. The Planning Division will provide the initial guidance in consultation with the Public Works Department. Planning Division will provide:**
  - a. Fees and Submittal Requirements for Sidewalk Dining Informational Bulletin
  - b. "Exhibit A" Encroachment Permit for Sidewalk Dining
  - c. "Engineering Permit" Application (Example) (Actual "Engineering Permit" must be obtained at the Public Works Department – Engineering Services Division)
  - d. Insurance Requirements
  - e. RBMC Title 3 Chapter 14 Encroachment Permits
- 3. Schedule a consultation with Public Works Department to confirm plan details and requirements, conceptual design, and obtain "Engineering Permit Application" and specific Insurance Requirements.**
- 4. With completed applications (Exhibit "A" and "Engineering Permit Application"), required fees (final amount to be determined at time of submittal), insurance/indemnifications, five (5) sets of complete plans (see 4. below for plan requirements), submit to the Community Development Department, Building Division.**
- 5. Plans routed:**

- a. Building/Planning Division
  - b. Engineering Division
  - c. Fire Department
  - d. Police Department
  - e. Risk Management
- 6. Review schedule:**
- a. Initial plan review: 6 weeks
  - b. Additional plan reviews: 2 weeks per
- 7. Approval/Issuance:**
- a. Community Development Director/City Engineer/Chief of Police
  - b. Proof of CA State ABC approval (if applicable)

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**Submittal Requirements for an “Encroachment Permit” for the development/provision of “sidewalk dining facilities” (improvements) within the public right-of-way:**

**TIER 1 – Alcohol**

1. Completed “Engineering Permit” application, attached.
2. All required fees, insurance, and indemnifications.
  - a. All permit requirements and conditions as stipulated per § 3-14.03 Encroachment Permit and herein apply (§ 3-14.03 Encroachment Permit attached).
  - b. Insurance must be specific to the use of the ROW for sidewalk dining.
3. Proof of CA State ABC notification and demonstration of compliance with all applicable ABC regulations for serving alcohol outdoors is required prior to issuance of Encroachment Permit.
4. Submit Five (5) sets of fully dimensioned and scaled plans that includes the following information.
  - a. Foot print and floor plan of subject business.
  - b. Foot print of businesses immediately adjacent to subject business.
  - c. Site plan with surveyed property line and all existing and proposed improvements in the Right-Of-Way.
  - d. Elevations.
  - e. Sections.
  - f. Details and engineering calculations (if applicable).
  - g. Specifications of the following:
    - i. Pavers to match the projects on Catalina Ave. Construction details per paver manufacturer’s and City’s requirements.
    - ii. Sidewalk cross slope shall be 2%, and the running slope shall match existing slope (per SPPWC).

- iii. Provide positive drainage for the area.
  - iv. Provide tree well with pull boxes and conduits for up lights, street lights (2- 2" dia. And 1-3" dia. PVC, schedule 80 for the whole length of frontage, terminated at pull boxes), up lights, and tree (species as determined by Urban Forestry Manager).
  - v. Provide irrigation line and power for tree well as required (verify with Urban Forestry Manager).
  - vi. Provide 7' wide continuous pedestrian path of travel for sidewalk.
  - vii. Provide concrete edge restraint between existing concrete sidewalk and new paver sidewalk (6" wide, 12" deep).
  - viii. All work shall comply with ADA, CBC, and SPPWC standards and requirements.
- h. Curb, gutter, sidewalk, parking stalls, landscaping, street furniture, and street geometrics (pavement markings and striping) to the centerline fronting subject business and the businesses immediately adjacent to the subject business.
- i. Include property line.
  - ii. Note distance to nearest intersection.
  - iii. A topographic survey of the project sidewalk area with existing utilities, grading, structures, street hardscape and landscape, etc. including areas 25' beyond the project limit.
  - iv. All existing private improvements located within the Right-Of-Way must be identified.
  - v. All existing street furniture/infrastructure, underground utilities, landscaping, improvements, and pavement markings/striping must be included on site plan.
    - 1. All subsurface utilities: Gas, water, electrical, sewer, etc.
    - 2. Provide cross sections of sidewalk dining area perpendicular (to store front) and parallel to curb.
      - a. Cross sections shall provide all proposed furniture and flooring/grade elements/materials with linear distances and heights dimensioned.
  - vi. All proposed tables, chairs, decking/flooring, umbrellas, and railings, lighting and heating, and any other proposed fixtures/furniture shall be included on plan.
    - 1. Provide details for anchoring and attaching/mounting to the ground, any furniture or decking/flooring and all fixtures.
  - vii. Identify any awnings or similar features existing and proposed within the right-of-way (separate building permit may also be required.)
    - 1. Awnings (or similar feature) may not extend past the limits of the dining area.

2. Awnings (or similar feature) may not be supported by posts (anything) in the PROW with exception of an existing roof overhang already in the PROW.
3. Awnings (or similar feature) may not contain any utilities (electrical, water for misters or irrigation).
4. Nothing may be hung from the awning (or similar feature).
5. No part of the awning (or similar feature) shall be less than 8 feet off the deck or sidewalk directly below it.
- viii. Topographic and drainage details to ensure sidewalk dining area does not obstruct impede existing drainage facilities.
- ix. Aisle width details for maintaining required path of travel on sidewalk.
  1. A minimum 7' wide clear path of travel must be provided on adjacent sidewalk.
- x. Business operations statement that includes sidewalk dining service menu, planned number of employees for servicing sidewalk dining area and hours of operations for indoor and outdoor areas.
  1. Include any plans for outdoor entertainment.
- i. Include photos of the existing site conditions fronting your business and immediately adjacent businesses.
5. Pay all fees (Encroachment Permit, plan check, inspections, and insurances); payable to the City of Redondo Beach either by check, money order, or Visa/MC. (See "Fee Schedule" herein).
6. Submit all of the above items to the Public Works Department, Engineering Division at 415 Diamond Street, Redondo Beach, CA 90277.
7. Upon notification that the Encroachment Permit has been approved the applicant must return to the City to pay inspection and permit issuance fees.
  - a. The following City of Redondo Beach Departments will be required to approve an Encroachment Permit for Sidewalk Dining prior to its issuance: Risk Management, Community Development, Engineering, and Police.
  - b. Proof of CA State ABC approval is required prior to issuance.

## **TIER 2 – No Alcohol**

1. Completed "Engineering Permit" application, attached.
2. All required fees, insurance, and indemnifications.
  - a. All permit requirements and conditions as stipulated per § 3-14.03 Encroachment Permit and herein apply (§ 3-14.03 Encroachment Permit attached).
  - b. Insurance must be specific to the use of the ROW for sidewalk dining.
3. Submit Five (5) sets of fully dimensioned and scaled plans that includes the following information.
  - a. Foot print and floor plan of subject business.
  - b. Foot print of businesses immediately adjacent to subject business.

- c. Photographs with note “No changes to storefront elevations.”
- d. Curb, gutter, sidewalk, parking stalls, landscaping, street furniture, and street geometrics (pavement markings and striping) to the centerline fronting subject business and the businesses immediately adjacent to the subject business.
  - i. Include property line.
  - ii. All existing private improvements located within the Right-Of-Way must be identified.
  - iii. All existing street furniture/infrastructure, underground utilities, landscaping, improvements, and pavement markings/striping must be included on site plan.
    - 1. All subsurface utilities: Gas, water, electrical, sewer, etc.
    - 2. Provide cross sections of sidewalk dining area perpendicular (to store front) and parallel to curb.
      - a. Cross sections shall provide all proposed furniture and flooring/grade elements/materials with linear distances and heights dimensioned.
  - iv. All proposed tables, chairs, decking/flooring, umbrellas, and railings, lighting and heating, and any other proposed fixtures/furniture shall be included on plan.
    - 1. Provide details for anchoring and attaching/mounting to the ground, any furniture or decking/flooring and all fixtures.
  - v. Identify any awnings or similar features existing and proposed within the right-of-way (separate building permit may also be required.)
    - 1. Awnings (or similar feature) may not extend past the limits of the dining area.
    - 2. Awnings (or similar feature) may not be supported by posts (anything) in the PROW with exception of an existing roof overhang already in the PROW.
    - 3. Awnings (or similar feature) may not contain any utilities (electrical, water for misters or irrigation).
    - 4. Nothing may be hung from the awning (or similar feature).
    - 5. No part of the awning (or similar feature) shall be less than 8 feet off the deck or sidewalk directly below it.
  - vi. Aisle width details for maintaining required path of travel on sidewalk.
    - 1. A minimum 7' wide clear path of travel must be provided on adjacent sidewalk.
  - vii. Business operations statement that includes sidewalk dining service menu, planned number of employees for servicing sidewalk dining area and hours of operations for indoor and outdoor areas.
    - 1. Include any plans for outdoor entertainment.
- e. Include photos of the existing site conditions fronting your business and immediately adjacent businesses.

4. Pay all fees (Encroachment Permit, plan check, inspections, and insurances); payable to the City of Redondo Beach either by check, money order, or Visa/MC. (See “Fee Schedule” herein).
5. Submit all of the above items to the Public Works Department, Engineering Division at 415 Diamond Street, Redondo Beach, CA 90277.
6. Upon notification that the Encroachment Permit has been approved the applicant must return to the City to pay inspection and permit issuance fees.
  - a. The following City of Redondo Beach Departments will be required to approve an Encroachment Permit for Sidewalk Dining prior to its issuance: Risk Management, Community Development, Engineering, and Police.

### **Renewals:**

Within 30 days of the expiration of the Encroachment Permit, the applicant must return to the City to apply for a renewal, and bring the following (renewal is subject to City Council extending this “program”):

1. Five (5) copies of site plan (If different from original submittal).
2. Current or recently expired Engineering Permit-Encroachment Permit for Sidewalk Dining in the Public Right-of-Way.
3. Renewal fees by money order, check, Visa or MC (See Fee Schedule, subject to change per City Council).
4. Renewal application and proof of current insurance and indemnifications consistent with applicable requirements.

### **Suspension, Modification, Revocation, and Cessation-Termination:**

The Sidewalk Dining Permit and Engineering Encroachment Permit for work and improvements within the public right-of-way may be suspended, modified, or revoked at any time by the Community Development Director or Public Works Director for non-compliance with Permit conditions and/or operation of the sidewalk dining area in a manner that constitutes a public nuisance, public safety problem or violation of any laws, ordinances, policies or regulations. The permittee shall take immediate action (within 30 days) to correct any violations and shall discontinue use and restore the permit area to a condition as determined by the City, upon notice from the City.

Upon voluntary cessation/termination of the sidewalk dining facilities said facilities and all associated improvements, as determined by the City, in support of the permit shall be restored to a condition as determined by the City at the sole expense of the permittee.

### **Attachments:**

- “Exhibit A” Encroachment Permit for Sidewalk Dining;
- “Engineering Permit” Application (Example) (Actual “Engineering Permit” must be obtained at the Public Works Department – Engineering Services Division);

- Insurances/Indemnifications Requirements;
- RBMC Section 3-14.03 Encroachment Permit.





## Exhibit A

### Encroachment Permit for Sidewalk Dining

Tier 1 ☐ Tier 2 ☐

**Permittee:**

Name of Business: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone No.: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
(If different from Restaurant address)

Name of Property Owner: \_\_\_\_\_ Owner Phone No.: \_\_\_\_\_

Owner Mailing Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Description of Work/Operation:**

Number of Tables: \_\_\_\_\_ Number of Chairs: \_\_\_\_\_ Number of Benches: \_\_\_\_\_

Number of Umbrellas: \_\_\_\_\_ Number of Heaters: \_\_\_\_\_ (If Heaters are provided, additional review and approval by Fire Department is required for use of heaters.)

Description of Other Proposed Fixtures/Furniture:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Description of Any Existing/Proposed Structure(s), Façades, Lighting, Signage, Roof Eaves/Awning (or Similar Shade Feature) Located within the Public Right-Of-Way (may require the issuance of a building permit):

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Total Square Footage of Sidewalk Occupied: Length\_\_\_\_\_Feet x Width\_\_\_\_\_Feet =\_\_\_\_\_Square Feet

Hours of Operation: From\_\_\_\_\_To \_\_\_\_\_ (Mon, Tues, Wed, Thu, Fri, Sat, Sun)

From\_\_\_\_\_To \_\_\_\_\_ (Mon, Tues, Wed, Thu, Fri, Sat, Sun)

Do you wish to serve alcohol in the sidewalk dining area? No:\_\_\_\_\_ Yes:\_\_\_\_\_  
(If yes, additional conditions apply)

Do you wish to use heaters in the sidewalk dining area? No:\_\_\_\_\_ Yes:\_\_\_\_\_  
(If yes, number of heaters: \_\_\_\_\_ (additional conditions apply)

**Attachment:**

☐ Approved Plans

***Continue to page 3***

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**Conditions per § 3-14.03 Encroachment Permit:**

1. It is unlawful and a violation of the Redondo Beach Municipal Code for any person to encroach upon any City right-of-way, easement, or property of any kind without first having obtained a permit for that encroachment.
2. This Encroachment Permit is granted for the sole purpose of supporting a Sidewalk Dining facility and is granted under the terms and conditions imposed hereunder, for the Permittee with rights in property which abuts a City right-of-way, easement or property to perform the work in the public right-of-way and to occupy said public right-of-way, easement or property subject to the terms of Title 3 Public Safety, Chapter 14 Encroachment Permits of the Redondo Beach Municipal Code and of this Sidewalk Dining Permit inclusive of the attached approved plans.
  - a. This Encroachment Permit will terminate one (1) year from its date of issuance. See “Renewals” section of this Encroachment Permit.
  - b. Future renewals of this Encroachment Permit will be subject to additional land use fees as approved by the City Council for the continued “use” of the sidewalk dining areas approved by this Encroachment Permit.
3. The Permittee shall defend, indemnify and hold harmless the City, its officials, officers, agents, employees, successors and assigns from and against any and all injuries, liability, demands, claims, loss, liens, costs and expenses, including attorney fees, of whatsoever kind or nature, sanctions, awards, damages, judgments, arising from or related to or in any way connected with: 1) the use and/or occupancy of the public right-of-way, easement or property that is the subject of this permit; 2) any negligence or other wrongful act or omission on the part of Permittee or any of its agents, contractors, subcontractors, servants, employees, subtenants, licensees, and invitees; 3) any work or act done, on or about the public right-of-way, easement or property that is the subject of this permit or any part thereof by the Permittee, its agents, contractors, subcontractors, servants, employees, licensees or invitees, including but not limited to the installation, use, maintenance, repair or removal of any improvements on or to the public right-of-way, easement, property that is the subject of this permit; 4) any accident, injury damage to any person or property occurring in, on or about the public right-of-way, easement or property that is the subject of this Permit or any part thereof; 5) any failure on the part of Permittee to perform or comply with any of the covenants, terms, provisions, conditions or limitations contained in this Permit on its part to be performed or complied with.

4. The permittee shall procure and maintain at its own cost during the term of the permit comprehensive general liability insurance covering its occupancy of the public right-of-way, easement, or property from an insurer admitted in California or having a minimum rating of or equivalent to A: VIII in "Best's Insurance Guide" in an amount to be determined by the Permit Administrator which shall be not less than One Million and no/100ths (\$1,000,000.00) Dollars.
  - a. Said policy shall name the City as additional insured. The permittee shall deliver to the City, prior to occupying the City right-of-way, easement, or property a certificate of insurance with endorsements.
  - b. Said certificate shall provide that the City shall receive thirty (30) days prior notice before cancellation or change of coverage. Said insurance and the certificates therefor shall be subject to the review and approval of the City.
5. The permit is terminable by the City at any time at the City's sole discretion and that upon termination some improvements made by the permittee, as determined by the City, must be removed within a specified time or shall become the property of the City and that upon termination the property encroached upon shall be returned to a condition as determined by the City.
6. This permitted encroachment is non-exclusive and the City will be permitted to interfere with the permittee's enjoyment of its permit rights when necessary for the public health, safety or welfare.
7. That said permit shall be personal to the permittee and non-transferable and shall not run with the ownership of the permittee's abutting property rights.
8. Said encroachment permit which shall be issued at the sole discretion of the Permit Administrator or designee shall be subject to a fee to be established by resolution by the City Council. Each such permit issued shall, at a minimum, provide the following:
  - a. Specify the purpose of the encroachment and limit the uses permitted;
  - b. That the permittee shall defend, indemnify and hold harmless the City its officers, agents, and employees from and against any and all claims of injury, damage, liability, cost and expense, including attorney fees, resulting from or in any way connected with the permittee's occupancy of the public right-of-way, easement or property.
9. All permit requirements and conditions as stipulated per § 3-14.03 Encroachment Permit and herein apply (§ 3-14.03 Encroachment Permit attached).
10. Maintenance at all times of all required insurances and indemnifications paid and provided.
  - a. Insurance must be specific to the use of the Public ROW for sidewalk dining.
11. Maintenance in good standing at all times of required CA State ABC license for serving alcohol outdoors.
12. Absence of incidence requiring actions by the City of Redondo Beach Police Department.
  - a. In the event that services by the City of Redondo Beach Police Department are required

in relation to the use and operation of the sidewalk dining facilities/improvements a hearing will be held with the Community Development Director, City Engineer, Chief of Police and permittee to determine required actions, if any.

- b. Outcome and determined required actions, if any, of “hearing” are final and not appealable.

13. Maintenance at all times is required for all safety barriers, railings, and the clear sidewalk path of travel, minimum 7’ in width.
14. Maintenance at all times is required of all underlying and adjacent drainage facilities.
15. Furniture and fixtures of all types associated with the operation of outdoor dining facilities must be either anchored and/or “stable/secure” and maintained in good working order at all times.
16. All decking and flooring associated with the outdoor dining facilities must be securely anchored and “stable/secure” and maintained in good working order at all times.
17. All pots with landscaping and any other landscaping areas within the frontage of the permittees business must be maintained with live plants at all times.
18. Additional improvements pursuant to determined Riviera Village streetscape improvements may be required as a condition of this encroachment permit.

The business must be operated pursuant to the conditions of this encroachment permit. Any proposed changes to this permit will require the approval of the Permit Administrators and the City of Redondo Beach’s Police Department.

Applicant understands and agrees to comply with all the conditions noted on this application and other local, State and Federal laws governing accessibility and other applicable matters as they may apply to this permit.

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Signature of Applicant / Authorized Representative

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Date

Attachments:

- ☐ Approved Site plan
- ☐ Conditions of Approval
- ☐ Evidence of Liability Insurance for One Year (\$1,000,000)
- ☐ Check / Money Order / Visa / MasterCard for Annual Permit, Plan Check, Permit, Inspection Fee as determined applicable

### **Renewals:**

The City is not issuing automatic renewal permits at this time. The initial term of this permit is one (1) from the date of issuance unless suspended, modified or revoked. Within 30 days of the expiration of this Encroachment Permit for Sidewalk Dining, the applicant must return to the City to apply for a renewal, and bring the following (renewal is subject to City Council extending this “program”):

1. Five (5) copies of site plan (If different from original submittal).
2. Current or recently expired Engineering Permit-Encroachment Permit for Sidewalk Dining in the Public Right-of-Way.
3. Renewal fees by money order, check, Visa or MC (See Fee Schedule, subject to change per City Council).
4. Proof of current insurance and indemnifications consistent with applicable requirements.

### **Suspension, Modification, Revocation, and Cessation-Termination:**

The Sidewalk Dining Permit and Engineering Encroachment Permit for work and improvements within the public right-of-way may be suspended, modified, or revoked at any time by the Community Development Director or Public Works Director for non-compliance with Permit conditions and/or operation of the sidewalk dining area in a manner that constitutes a public nuisance, public safety problem or violation of any laws, ordinances, policies or regulations. The permittee shall take immediate action to correct any violations and shall discontinue use and restore the permit area to a condition as determined by the City, upon notice from the City.

Upon voluntary cessation/termination of the sidewalk dining facilities said facilities and all associated improvements, as determined by the City, in support of the permit shall be returned to a condition as determined by the City at the sole expense of the permittee.

### **Approvals:**

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**Brandy Forbes**  
**Community Development**  
**Director**

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**Andrew Winje**  
**City Engineer**

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**Chief Kauffman**  
**Police Chief**



**CITY OF REDONDO BEACH**  
**PUBLIC WORKS DEPARTMENT - ENGINEERING SERVICES DIVISION**

**ENGINEERING PERMIT**

**ENGINEERING INSPECTION/NOTIFICATION HOTLINE (310) 937-6653**  
**CUT-OFF TIME 3:00PM FOR FOLLOWING BUSINESS DAY**

**PERMITTEE**

NAME: \_\_\_\_\_ ☐ PAYER  
ADDRESS: \_\_\_\_\_  
CITY: \_\_\_\_\_ ZIP: \_\_\_\_\_  
HOME PHONE: (\_\_\_\_) \_\_\_\_\_ WORK PHONE: (\_\_\_\_) \_\_\_\_\_  
CITY BUSINESS LICENSE: \_\_\_\_\_ EXPIRES: \_\_\_\_\_

**CONTRACTOR**

I, THE UNDERSIGNED, HEREBY DECLARE THAT I AM A CONTRACTOR LICENSED UNDER THE PROVISIONS OF SECTION 7000, CHAPTER 9, DIVISION 3 OF THE BUSINESS AND PROFESSIONS CODE, AND THAT MY LICENSE, LISTED BELOW, IS AND WILL REMAIN IN FULL FORCE AND EFFECT FOR THE TERM OF THIS PERMIT.

NAME: \_\_\_\_\_ ☐ PAYER  
ADDRESS: \_\_\_\_\_  
CITY: \_\_\_\_\_ ZIP: \_\_\_\_\_  
BUSINESS PHONE: (\_\_\_\_) \_\_\_\_\_ 24 HR. PHONE: (\_\_\_\_) \_\_\_\_\_  
STATE LICENSE NO: \_\_\_\_\_ CLASS: \_\_\_\_\_ EXPIRES: \_\_\_\_\_  
CITY BUSINESS LICENSE: \_\_\_\_\_ EXPIRES: \_\_\_\_\_

**PERMIT TYPE**

**WORK WITHIN THE PUBLIC RIGHT-OF-WAY**

☐ ROAD ☐ SEWER ☐ DRAINAGE ☐ ENCROACHMENT  
☐ DUMPSTER ☐ UTILITIES ☐ NEWS RACK ☐ OTHER \_\_\_\_\_  
WORK DESCRIPTION: \_\_\_\_\_

**WORK WITHIN PRIVATE PROPERTY**

☐ GRADING ☐ DEMOLITION ☐ SANDBLASTING ☐ OTHER \_\_\_\_\_  
WORK DESCRIPTION: \_\_\_\_\_

WE, THE PERMITTEE AND THE CONTRACTOR, INDIVIDUALLY AND COLLECTIVELY, HEREBY ACKNOWLEDGE THAT WE HAVE READ THIS APPLICATION, AND STATE THAT THE INFORMATION THAT WE HAVE GIVEN ABOVE, IS CORRECT. WE, THE PERMITTEE AND THE CONTRACTOR, INDIVIDUALLY AND COLLECTIVELY, UNDERSTAND THAT THE WORK DESCRIBED ABOVE WILL BE PERFORMED STRICTLY BY THE ABOVE LISTED CONTRACTOR. WE, THE PERMITTEE AND THE CONTRACTOR, INDIVIDUALLY AND COLLECTIVELY, HEREBY AGREE TO COMPLY WITH ALL APPLICABLE FEDERAL, STATE AND LOCAL LAWS, RULES AND REGULATIONS, INCLUDING THE ATTACHED GUIDELINES OF THIS PERMIT.

SIGNATURE OF PERMITTEE  
OR AUTHORIZED AGENT: \_\_\_\_\_ DATE: \_\_\_\_\_

SIGNATURE OF CONTRACTOR  
OR AUTHORIZED AGENT: \_\_\_\_\_ DATE: \_\_\_\_\_

ISSUED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

**PERMIT NO.**

**RECEIPT NO.**

**PROJECT ADDRESS:**

**ATTACHMENTS TO ORIGINAL**

COPY	EXPIRES
PERMITTEE'S CA ID	
CONTRACTOR'S CA ID	
CONTRACTOR'S STATE LICENSE ID	
INSURANCE CERTIFICATE	
OTHER:	
COPY	
WATER QUALITY FORMS	
PERMIT GUIDELINES	
SIGNATURE AUTHORIZATION	
PLANS	

**FEES, DEPOSIT, AND BOND**

PERMIT FEE	
INSPECTION FEE	
OTHER:	
<b>TOTAL FEES</b>	

CASH DEPOSIT	
DEDUCTION	
<b>TOTAL REFUND</b>	

**PERFORMANCE BOND NO.**

**INSPECTION RECORD**

1. \_\_\_\_\_  
2. \_\_\_\_\_

☐ CONCRETE CLASS REPORT ☐ ASPHALT CLASS REPORT  
☐ COMPACTION REPORT ☐ OTHER: \_\_\_\_\_

☐ **FINAL INSPECTION**

INSPECTED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

RELEASED BY: \_\_\_\_\_ DATE: \_\_\_\_\_



# CITY OF REDONDO BEACH

## PUBLIC WORKS DEPARTMENT - ENGINEERING SERVICES DIVISION

# ENGINEERING PERMIT GUIDELINES

### REGULATIONS

- PURSUANT TO TITLE 7 OF THE REDONDO BEACH MUNICIPAL CODE, NO WORK SHALL BE PERFORMED WITHIN THE PUBLIC RIGHT-OF-WAY, WITHOUT FIRST OBTAINING A PERMIT FROM THE CITY ENGINEER.
- ALL WORKS WITHIN THE PUBLIC RIGHT-OF WAY SHALL BE PERFORMED BY A STATE LICENSED CONTRACTOR OF THE PROPER LICENSE CLASS.
- THIS PERMIT SHALL BECOME **NULL AND VOID** IF WORK PERMITTED THEREBY IS PERFORMED IN VIOLATION OF ANY APPLICABLE FEDERAL, STATE OR LOCAL LAW, RULE OR REGULATION, INCLUDING THESE PERMIT GUIDELINES.
- THIS PERMIT IS VALID ONLY TO THE EXTENT OF THE JURISDICTION OF THE CITY OF REDONDO BEACH. PERMITS REQUIRED BY OTHER INTERESTED AGENCIES ARE THE RESPONSIBILITY OF BOTH, THE PERMITTEE AND CONTRACTOR.
- THIS PERMIT IS SUBJECT TO ALL RESTRICTIONS AND CONDITIONS ESTABLISHED BY **PRIOR** ACTIVE PERMITS, AGREEMENTS, COVENANTS, EASEMENTS, PRIVILEGES AND ALL OTHER RIGHTS, RECORDED AND UNRECORDED, IN THE AREA OF THE PERMITTED WORK. IT IS THE RESPONSIBILITY OF BOTH, THE PERMITTEE AND THE CONTRACTOR, TO MAKE THE NECESSARY ARRANGEMENT WITH THE HOLDERS OF SUCH RIGHTS.
- UPON A WRITTEN NOTICE, THE CITY ENGINEER AND/OR HIS REPRESENTATIVE MAY CANCEL OR REVOKE THIS PERMIT FOR ANY CAUSE WHATSOEVER. CONSEQUENTLY, THE CONTRACTOR SHALL RESTORE ALL AFFECTED IMPROVEMENTS TO ITS ORIGINAL CONDITION, TO THE SATISFACTION OF THE CITY ENGINEER AND/OR HIS REPRESENTATIVE, AT CONTRACTOR'S SOLE COST, AND VACATE THE PUBLIC RIGHT-OF-WAY. SHOULD THE CONTRACTOR, FAIL TO RESTORE THE AFFECTED IMPROVEMENTS TO ITS ORIGINAL CONDITION, THE CITY SHALL EITHER PERFORM THE RESTORATION WORK, OR HAVE THE WORK PERFORMED BY AN OUTSIDE CONTRACTOR. **THE PERMITTEE AND THE CONTRACTOR, JOINTLY AND INDIVIDUALLY, HEREBY AGREE TO REIMBURSE THE CITY FOR THE COST OF SAID CITY-FINANCED RESTORATION WORK, WITHIN THIRTY (30) CALENDAR DAYS FROM THE DATE OF RECEIPT OF A STATEMENT FROM THE CITY.**
- **ANY COST INCURRED BY THE PERMITTEE AND/OR THE CONTRACTOR, AS A RESULT OF THE CONDITIONS OF THIS PERMIT OR AS A RESULT OF THE CITY EXERCISING ANY OF THE CITY'S RIGHTS OR AUTHORITIES SHALL BE BORN BY THE PERMITTEE AND/OR THE CONTRACTOR RESPECTIVELY.**

### LICENSING

- CONTRACTOR SHALL MAINTAIN AN ACTIVE CONTRACTOR'S STATE LICENSE OF THE PROPER LICENSE CLASS, THROUGHOUT THE TERM OF THIS PERMIT.
- CONTRACTOR SHALL MAINTAIN AN ACTIVE REDONDO BEACH CITY BUSINESS LICENSE, THROUGHOUT THE TERM OF THIS PERMIT.

### INSURANCE, SUBROGATION & INDEMNITY

- PERMITTEE AND/OR CONTRACTOR SHALL MAINTAIN ON CITY FILES, THROUGHOUT THE TERM OF THIS PERMIT, A CITY-APPROVED GENERAL LIABILITY INSURANCE POLICY AND ENDORSEMENT NAMING THE CITY ADDITIONAL INSURED ON PRIMARY BASIS. **INSURERS MUST BE ADMITTED TO DO BUSINESS IN THE STATE OF CALIFORNIA AND POSSESS A CURRENT A.M. BEST'S RATING OF NO LESS THAN "A:VII".**
- PERMITTEE AND/OR CONTRACTOR SHALL MAINTAIN ON CITY FILES, THROUGHOUT THE TERM OF THIS PERMIT, A CITY-APPROVED WORKERS' COMPENSATION AND EMPLOYERS' LIABILITY INSURANCE POLICY OR DECLARATION WHEN REQUIRED.
- SIGNING THIS PERMIT IS PRIMA FACIE EVIDENCE THAT PERMITTEE AND/OR CONTRACTOR, JOINTLY AND INDIVIDUALLY, HEREBY WAIVE(S) THEIR/ITS RIGHT OF SUBROGATION AGAINST THE CITY OF REDONDO BEACH, ITS OFFICERS, ELECTED AND APPOINTED OFFICIALS, EMPLOYEES AND VOLUNTEERS FOR ANY LOSS, LIABILITY, DAMAGE, OR COST SUSTAINED BY ANY PERSON OR PROPERTY, ARISING OUT OF WORK OR OPERATIONS PERFORMED BY OR ON BEHALF OF THE PERMITTEE AND/OR CONTRACTOR, INCLUDING MATERIALS, PARTS, OR EQUIPMENT FURNISHED IN CONNECTION WITH SUCH WORK OR OPERATIONS.
- SIGNING THIS PERMIT IS PRIMA FACIE EVIDENCE THAT PERMITTEE AND/OR CONTRACTOR, JOINTLY AND INDIVIDUALLY, HEREBY AGREE(S) TO INDEMNIFY, DEFEND AND HOLD HARMLESS THE CITY OF REDONDO BEACH, ITS OFFICERS, ELECTED AND APPOINTED OFFICIALS, EMPLOYEES AND VOLUNTEERS AGAINST ANY LOSS, LIABILITY, DAMAGE, OR COST SUSTAINED BY ANY PERSON OR PROPERTY, ARISING OUT OF WORK OR OPERATIONS PERFORMED BY OR ON BEHALF OF THE PERMITTEE AND/OR CONTRACTOR, INCLUDING MATERIALS, PARTS, OR EQUIPMENT FURNISHED IN CONNECTION WITH SUCH WORK OR OPERATIONS.

### SIGNS & NOTIFICATION

- PERMITTEE AND/OR CONTRACTOR SHALL POST ONE (1), 18"x12", WEATHERPROOF SIGN AT EVERY ENTRANCE TO EACH BLOCK OF THE AFFECTED PUBLIC RIGHT-OF-WAY. SAID SIGN SHALL CONTAIN THE NAMES OF THE PERMITTEE AND THE CONTRACTOR, THE CONSTRUCTION HOURS AND A 24-HOUR TELEPHONE NUMBER.
- PERMITTEE AND/OR CONTRACTOR SHALL NOTIFY THE PUBLIC WORKS DEPARTMENT-ENGINEERING SERVICES DIVISION, **TWO (2) WORKING DAYS PRIOR TO THE COMMENCEMENT OF ANY WORK WITHIN THE PUBLIC RIGHT-OF-WAY.**

- PERMITTEE AND/OR CONTRACTOR SHALL NOTIFY NEIGHBORING RESIDENTS AND BUSINESSES **TWO (2) WORKING DAYS PRIOR TO THE COMMENCEMENT OF ANY WORK** WITHIN THE PUBLIC RIGHT-OF-WAY.
- WRITTEN NOTICES SHALL PROVIDE THE PERMITTEE'S AND/OR CONTRACTOR'S 24-HOUR TELEPHONE NUMBER, THE NATURE OF THE PROPOSED WORK AND THE ANTICIPATED TIME OF COMMENCEMENT AND COMPLETION OF SAID WORK.
- **THE CITY ENGINEER AND/OR HIS REPRESENTATIVE SHALL APPROVE ALL WRITTEN NOTICES PRIOR TO DISTRIBUTION.**

### TIME

- **ACTUAL CONSTRUCTION SHALL COMMENCE NO EARLIER THAN 7:00 A.M. AND SHALL CEASE NO LATER THAN 6:00 P.M., MONDAY THROUGH FRIDAY.**
- WORK WITHIN THE PUBLIC RIGHT-OF-WAY, SHALL BE PERFORMED BETWEEN THE HOURS OF **9:00 A.M. AND 3:00 P.M., MONDAY THROUGH FRIDAY**, IF SAID WORK FALLS WITHIN THE FOLLOWING MAJOR THOROUGHFARES:
  1. ARTESIA BOULEVARD.
  2. AVIATION BOULEVARD.
  3. BERYL STREET.
  4. CAMINO REAL.
  5. CATALINA AVENUE.
  6. INGLEWOOD AVENUE.
  7. MANHATTAN BEACH BOULEVARD.
  8. MARINE AVENUE.
  9. PALOS VERDES BOULEVARD.
  10. PROSPECT AVENUE.
  11. TORRANCE BOULEVARD.
  12. 190<sup>TH</sup> / ANITA STREET.

**NO WORK WITHIN THE PUBLIC RIGHT-OF-WAY SHALL BE PERFORMED DURING THE FOLLOWING HOLIDAYS.**

1. MEMORIAL DAY.
2. INDEPENDENCE DAY.
3. LABOR DAY.
4. THANKSGIVING DAY.
5. CHRISTMAS DAY.
6. NEW YEARS DAY.

- **NO WORK WITHIN THE PUBLIC RIGHT-OF-WAY SHALL BE PERFORMED ON SATURDAYS WITHOUT THE PRIOR WRITTEN CONSENT OF THE CITY ENGINEER AND/OR HIS REPRESENTATIVE. WORK AUTHORIZED FOR SATURDAYS, SHALL BE PERFORMED BETWEEN THE HOURS OF 9:00 A.M. AND 5:00 P.M.**
- **NO WORK WITHIN THE PUBLIC RIGHT-OF-WAY SHALL BE PERFORMED ON SUNDAYS.**
- THIS PERMIT SHALL BECOME **NULL AND VOID** UNLESS WORK PERMITTED THEREBY IS COMMENCED AND DILIGENTLY PURSUED WITHIN **(180) CALENDAR DAYS** FROM THE DATE OF ISSUANCE OF THIS PERMIT.
- THIS PERMIT SHALL BECOME **NULL AND VOID** IF WORK PERMITTED THEREBY IS SUSPENDED FOR ANY REASON WHATSOEVER, AT ANY TIME DURING CONSTRUCTION, FOR **(180) CALENDAR DAYS.**

### UTILITIES

- PERMITTEE AND/OR CONTRACTOR SHALL CALL UNDERGROUND SERVICE ALERT AT ITS TOLL FREE NUMBER, 1-800-227-2600, **TWO (2) WORKING DAYS PRIOR TO THE COMMENCEMENT OF ANY EXCAVATION.** SECTION 4216/4217 OF THE GOVERNMENT CODE REQUIRES A DIG ALERT IDENTIFICATION NUMBER TO BE ISSUED BEFORE A "PERMIT TO EXCAVATE" WILL BE VALID.
- CONTRACTOR SHALL LOCATE AND PROTECT EXISTING UTILITIES AT CONTRACTOR'S SOLE COST.
- CONTRACTOR SHALL REPAIR, AT THE CONTRACTOR'S SOLE COST, TO THE SATISFACTION OF THE CITY ENGINEER AND/OR HIS REPRESENTATIVE, ANY DAMAGE INFLECTED BY OR ON BEHALF OF THE CONTRACTOR ON EXISTING UTILITIES.
- **UPON COMPLETION CONTRACTOR SHALL REMOVE ALL SPRAY PAINTED MARKINGS PRIOR TO THE FINAL INSPECTION.**

### LANDSCAPING

PERMITTEE AND/OR CONTRACTOR SHALL REPLACE IN KIND, AT THEIR/ITS COST, TO THE SATISFACTION OF THE CITY ENGINEER AND/OR HIS REPRESENTATIVE, TREES AND ALL OTHER LANDSCAPING AND IRRIGATION ELEMENTS THAT ARE REMOVED FROM PUBLIC RIGHT-OF-WAY PER THE APPROVED PROJECT PLANS OR PER THE DIRECTIONS OF THE CITY ENGINEER AND/OR HIS REPRESENTATIVE.

### TRAFFIC CONTROL

- CONTRACTOR SHALL SUBMIT TRAFFIC DELINEATION PLANS TO THE CITY ENGINEER AND/OR HIS REPRESENTATIVE FOR APPROVAL.
- WHEN THE REQUIREMENT FOR TRAFFIC DELINEATION PLANS IS WAIVED BY THE CITY ENGINEER AND/OR HIS REPRESENTATIVE, CONTRACTOR SHALL EXECUTE TRAFFIC



DELINEATION IN ACCORDANCE WITH THE LATEST EDITION OF THE **CA MUTCD**, AS AMENDED, TO THE SATISFACTION OF THE CITY ENGINEER AND/OR HIS REPRESENTATIVE.

- CONTRACTOR SHALL OBTAIN APPROVAL OF THE CITY ENGINEER AND/OR HIS REPRESENTATIVE, AS WELL AS THE POLICE DEPARTMENT AT (310) 318-0611, **PRIOR** TO POSTING NO-PARKING SIGNS.
- CONTRACTOR SHALL POST NO-PARKING SIGNS **(72) HOURS PRIOR TO ENFORCEMENT**.
- CONTRACTOR SHALL ENSURE THAT COMMERCIAL VEHICLES TRANSPORTING SOIL, EQUIPMENT OR CONSTRUCTION MATERIALS, AND HAVING UNLADEN WEIGHT, AS DEFINED IN SECTION 660 OF CVC, OF 6,000 POUNDS OR MORE, OR HAVING MANUFACTURER'S GROSS WEIGHT RATING, AS DEFINED IN SECTION 390 OF CVC, OF 10,000 POUNDS OR MORE, SHALL USE DESIGNATED TRUCK ROUTE TO COMMUTE TO PROJECT SITE. ANY COMMERCIAL VEHICLE HAVING A FULLY LADEN WEIGHT OF 20,000 POUNDS OR MORE **SHALL NOT USE CONDITIONAL TRUCK ROUTE**. MAPS SHOWING TRUCK ROUTES ARE AVAILABLE FROM THE PUBLIC WORKS DEPARTMENT - ENGINEERING SERVICES DIVISION.

## PERFORMANCE

- CONTRACTOR SHALL ENSURE THAT **ALL WORKS** COMPLY WITH THE REQUIREMENTS OF THE LATEST EDITION OF **CAL/OSHA CONSTRUCTION SAFETY ORDERS**, AS AMENDED, TO THE SATISFACTION OF THE CITY ENGINEER AND/OR HIS REPRESENTATIVE. EXCAVATIONS EQUAL OR EXCEED FIVE (5) FEET IN DEPTH, INTO WHICH A PERSON IS REQUIRED TO DESCEND, AND THE CONSTRUCTION OR THE DEMOLITION OF ANY SCAFFOLDING FALSEWORK, BUILDING OR STRUCTURE MORE THAN THREE STORIES HIGH, REQUIRE A SEPARATE PERMIT FROM CAL/OSHA.
- CONTRACTOR SHALL ENSURE THAT **ALL WORKS** COMPLY WITH THE REQUIREMENTS OF THE **CLEAN WATER ACT (CWA)** AND THE **NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM (NPDES)**, TO THE SATISFACTION OF THE CITY ENGINEER AND/OR HIS REPRESENTATIVE. CONTRACTOR SHALL ADHERE TO THE SELECTED **BEST MANAGEMENT PRACTICES (BMP)** PLAN AND ALL ADDITIONAL CORRECTIVE STEPS AS REQUIRED BY THE CITY ENGINEER AND/OR HIS REPRESENTATIVE. **CONTRACTOR IS HEREBY ADVISED THAT CONTRACTOR SHALL BE SUBJECT TO FINES FROM THE CALIFORNIA REGIONAL WATER QUALITY CONTROL BOARD (CRWQCB), THE STATE DEPARTMENT OF FISH AND GAME AND THE UNITED STATES COAST GUARD FOR ANY WATER POLLUTION CAUSED BY THE CONTRACTOR.**
- UNLESS DIRECTED OTHERWISE BY THE CITY, CONTRACTOR SHALL ENSURE THAT **ALL WORKS WITHIN THE PUBLIC RIGHT-OF-WAY**, COMPLY WITH THE REQUIREMENTS OF THE LATEST EDITION OF THE **AMERICAN PUBLIC WORKS ASSOCIATION (APWA) STANDARD PLANS AND SPECIFICATIONS**, AS AMENDED, TO THE SATISFACTION OF THE CITY ENGINEER AND/OR HIS REPRESENTATIVE.
- PERMITTEE AND/OR CONTRACTOR SHALL ENSURE THAT THE CONSTRUCTION, DEMOLITION OR ABANDONMENT OF WATER WELLS, MONITORING WELLS AND CATHODIC PROTECTION WELLS, COMPLY WITH THE REQUIREMENTS OF THE LATEST EDITION OF THE **CALIFORNIA WELL STANDARDS**, ISSUED BY THE **CALIFORNIA DEPARTMENT OF WATER RESOURCES**, AS AMENDED, TO THE SATISFACTION OF THE CITY ENGINEER AND/OR HIS REPRESENTATIVE.
- PERMITTEE AND/OR CONTRACTOR SHALL KEEP THE PUBLIC RIGHT-OF-WAY CLEAN AND CLEAR FOR PEDESTRIAN AND VEHICULAR TRAFFIC AT ALL TIMES, TO THE SATISFACTION OF THE CITY ENGINEER AND/OR HIS REPRESENTATIVE.
- PERMITTEE AND/OR CONTRACTOR SHALL STORE NEITHER DEBRIS, MATERIALS NOR EQUIPMENT WITHIN THE PUBLIC RIGHT-OF-WAY, WITHOUT THE **PRIOR WRITTEN CONSENT** OF THE CITY ENGINEER AND/OR HIS REPRESENTATIVE.
- PERMITTEE AND/OR CONTRACTOR SHALL ENFORCE THE CITY'S DUST CONTROL REQUIREMENTS AT ALL TIMES, TO THE SATISFACTION OF THE CITY ENGINEER AND/OR HIS REPRESENTATIVE.
- PERMITTEE AND/OR CONTRACTOR SHALL ENFORCE THE CITY'S NOISE CONTROL REQUIREMENTS AT ALL TIMES, TO THE SATISFACTION OF THE CITY ENGINEER AND/OR HIS REPRESENTATIVE.
- **CONTRACTOR SHALL REMOVE ALL SPRAY PAINTED MARKINGS PRIOR TO THE FINAL INSPECTION.**
- **CONTRACTOR'S COPY OF THIS PERMIT, INCLUDING ALL ATTACHMENTS, ALONG WITH AN APPROVED SET OF PROJECT PLANS AND SPECIFICATIONS, SHALL BE KEPT AT THE PROJECT SITE, READY FOR INSPECTION BY ANY AUTHORIZED AGENT OF THE CITY, UPON DEMAND.**

## REPORTS

PERMITTEE AND/OR CONTRACTOR SHALL SUBMIT THE FOLLOWING TO THE PUBLIC WORKS DEPARTMENT - ENGINEERING SERVICES DIVISION, DURING CONSTRUCTION AND **PRIOR TO REQUESTING FINAL INSPECTION**:

1. CONCRETE CLASS REPORTS.
2. ASPHALT CLASS REPORTS.
3. COMPACTION REPORTS.
4. ALL OTHER REPORTS AND DOCUMENTS AS REQUESTED BY THE CITY ENGINEER AND/OR HIS REPRESENTATIVE.

## INSPECTION

- PERMITTEE AND/OR CONTRACTOR SHALL ENSURE THAT ALL WORKS WITHIN THE PUBLIC RIGHT-OF-WAY ARE INSPECTED AND APPROVED BY THE PUBLIC WORKS INSPECTOR.
- PERMITTEE AND/OR CONTRACTOR SHALL ARRANGE FOR PUBLIC WORKS INSPECTION **(24) HOURS IN ADVANCE**.
- PERMITTEE AND/OR CONTRACTOR SHALL CONTACT THE PUBLIC WORKS DEPARTMENT - ENGINEERING SERVICES DIVISION AT **(310) 937-6653** BEFORE 3:00 P.M. FOR ALL INSPECTION REQUESTS. CALLS RECEIVED AFTER 3:00 P.M. SHALL NOT BE SCHEDULED FOR NEXT BUSINESS DAY INSPECTION.

- PERMITTEE AND/OR CONTRACTOR SHALL ENSURE THAT **FIRST INSPECTION** TAKE PLACE WHEN **ONE OR MORE** OF THE FOLLOWING OCCUR:

1. ALL FORMS HAVE BEEN PROPERLY INSTALLED AND ARE READY TO RECEIVE CONCRETE.
2. A SUBSTRATUM IN A PAVEMENT SECTION HAS BEEN PROPERLY INSTALLED, COMPACTED, HAD PASSED THE REQUIRED COMPACTION TEST, PRIMED AND IS READY TO RECEIVE THE NEXT LAYER OF PAVEMENT.
3. ALL PIPES AND CONDUITS HAVE BEEN PROPERLY INSTALLED INTO THEIR TRENCHES, AND ARE READY TO BE COVERED.

- PERMITTEE AND/OR CONTRACTOR SHALL ENSURE THAT **SECOND INSPECTION** TAKE PLACE WHEN **ONE OR MORE** OF THE FOLLOWING OCCUR:

1. CONCRETE IS BEING POURED AND FINISHED.
2. SUBBASE, BASE OR ASPHALTIC CONCRETE LAYER IS BEING INSTALLED.
3. TRENCHES ARE BEING BACKFILLED AND COMPACTED.

- PERMITTEE AND/OR CONTRACTOR SHALL ENSURE THAT **FINAL INSPECTION** TAKES PLACE SUBSEQUENT TO THE FOLLOWING:

1. ALL REQUIRED REPORTS AND/OR DOCUMENTS HAVE BEEN RECEIVED AND ACCEPTED BY THE CITY ENGINEER AND/OR HIS REPRESENTATIVE.
2. ALL PERMITTED WORK IS COMPLETED.
3. THE ENTIRE PROJECT HAS BEEN INSPECTED AND FINALIZED BY THE CITY'S BUILDING DIVISION.

## DEPOSITS AND BONDS

- IF ALL WORKS ARE INSPECTED AND FOUND TO BE IN ORDER, POSTED DEPOSITS AND BONDS SHALL BE RELEASED WITHIN **APPROXIMATELY THIRTY (30) CALENDAR DAYS FROM THE DATE OF FINAL INSPECTION**, LESS ANY AND ALL CHARGES AND PENALTIES INCURRED.
- IF CITY CREWS ARE CALLED UPON TO PERFORM WORK WITHIN THE PUBLIC RIGHT-OF-WAY, DUE TO THE NEGLIGENCE OF THE PERMITTEE AND/OR CONTRACTOR, ALL EXPENSES INCURRED BY THE CITY CREWS, SHALL BE DEDUCTED FROM ANY AND ALL DEPOSITS AND BONDS POSTED WITH THE CITY BY THE PERMITTEE AND/OR CONTRACTOR.

## CIVIL DEBT

IF ALL DEPOSITS AND BONDS POSTED BY THE PERMITTEE/CONTRACTOR WITH THE CITY ARE NOT SUFFICIENT TO COVER CHARGES AND PENALTIES INCURRED BY THE PERMITTEE/CONTRACTOR, THEN THE BALANCE OF ANY AND ALL PENALTIES AND CHARGES INCURRED BY THE PERMITTEE/CONTRACTOR SHALL BE CHARGED AS A CIVIL DEBT TO THE PERMITTEE/CONTRACTOR, AND MAY BE COLLECTED BY THE CITY IN THE SAME MANNER AS IT COLLECTS ANY OTHER CIVIL DEBT OR OBLIGATION.

## STATEMENT AND AGREEMENT

**WE, THE PERMITTEE AND THE CONTRACTOR, HEREBY STATE THAT WE HAVE READ AND UNDERSTAND THE ABOVE GUIDELINES OF THIS PERMIT. WE, THE PERMITTEE AND THE CONTRACTOR, HEREBY AGREE TO COMPLY WITH ALL APPLICABLE FEDERAL, STATE AND LOCAL LAWS, RULES AND REGULATIONS INCLUDING THE ABOVE GUIDELINES OF THIS PERMIT.**

**NAME OF PERMITTEE:** \_\_\_\_\_

**SIGNATURE OF PERMITTEE  
OR AUTHORIZED AGENT:** \_\_\_\_\_

**NAME OF CONTRACTOR:** \_\_\_\_\_

**SIGNATURE OF CONTRACTOR  
OR AUTHORIZED AGENT:** \_\_\_\_\_

**PROJECT ADDRESS:** \_\_\_\_\_

**DATE:** \_\_\_\_\_ **PERMIT NO.:** \_\_\_\_\_

## REGULATIONS

### BEST MANAGEMENT PRACTICES

***STORM WATER RUNOFF FROM CONSTRUCTION SITES HAS BEEN SHOWN TO BE A MAJOR SOURCE OF WATER POLLUTION. THE FOLLOWING REPRESENTS THE MINIMUM STANDARDS OF GOOD HOUSEKEEPING, WHICH MUST BE IMPLEMENTED ON ALL CONSTRUCTION SITES REGARDLESS OF SIZE:***

- I.** ALL PERSONS WORKING AT THE SITE SHOULD OBTAIN, READ, AND UNDERSTAND THE BEST MANAGEMENT PRACTICES PAMPHLETS FOR THE TYPE(S) OF CONSTRUCTION BEING DONE.
- II.** STOCKPILES OF SOIL, DEMOLITION, DEBRIS, CEMENT, SAND, TOPSOIL, ETC. MUST BE COVERED WITH A WATERPROOF MATERIAL OR BERMED TO PREVENT BEING WASHED OFF SITE.
- III.** FUELS, OILS, PAINTS, SOLVENTS, AND OTHER LIQUID MATERIALS MUST BE KEPT INSIDE BERMED AREAS. SPILLS MUST NOT BE WASHED TO THE STREET.
- IV.** WASTE CONCRETE MUST NOT BE WASHED INTO THE STREET, STORM DRAIN CATCH BASINS, OR PUBLIC RIGHT-OF-WAY. ALL DUST AND SLURRY FROM CONCRETE CUTTING MUST BE REMOVED USING A WET-DRY VACUUM OR EQUIVALENT.
- V.** TRASH AND OTHER CONSTRUCTION SOLID WASTES MUST BE PLACED IN A COVERED TRASH RECEPTACLE.
- VI.** ERODED SOIL FROM DISTURBED SLOPES MUST BE CONTAINED USING BERMS, SILT FENCES, SETTLING BASINS, OR GOOD EROSION MANAGEMENT PRACTICES SUCH AS RESEEDING.
- VII.** WASH WATER FROM CLEANING CONSTRUCTION VEHICLES AND EQUIPMENT MUST BE KEPT ON-SITE WITHIN A CONTAINMENT AREA.

## STATEMENT

***WE, THE UNDERSIGNED, HEREBY STATE THAT WE HAVE RECEIVED THE CHECKED PAMPHLETS, WE HAVE READ, UNDERSTAND AND WILL COMPLY WITH ALL RULES AND REGULATIONS OF STORM WATER RUNOFF POLLUTION PREVENTION (SWRPPP) STIPULATED THERETO, TO THE SATISFACTION OF THE CITY.***

\_\_\_\_\_  
SIGNATURE OF PERMITEE OR AUTHORIZED REPRESENTATIVE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE OF CONTRACTOR OR AUTHORIZED REPRESENTATIVE

\_\_\_\_\_  
DATE



# CITY OF REDONDO BEACH

## PUBLIC WORKS DEPARTMENT - ENGINEERING SERVICES DIVISION

### SWPPP CHECKLIST

<b>PROJECT ADDRESS:</b>	<b>PERMITTEE:</b>
<b>PERMIT NO.</b>	<b>CONTRACTOR:</b>

CONSTRUCTION RELATED ACTIVITY	CITY PROVIDED BMP PAMPHLETS								
	☑	ROADWORK AND PAVING	PAINTING	LANDSCAPING, GARDENING, AND PEST CONTROL	GENERAL CONSTRUCTION AND SITE SUPERVISION	HEAVY EQUIPMENT & EARTH-MOVING ACTIVITIES	HOME REPAIR AND REMODELING	FRESH CONCRETE AND MORTAR APPLICATION	AUTOMOTIVE MAINTENANCE AND CAR CARE
ROAD CONSTRUCTION	<input type="checkbox"/>	●			●	●		●	
DRIVEWAY CONSTRUCTION	<input type="checkbox"/>	●			●	●		●	
ROADWAY SEAL COATING	<input type="checkbox"/>	●			●	●			
HEAVY EQUIPMENT OPERATION	<input type="checkbox"/>				●	●			●
CEMENT TRUCK OPERATION	<input type="checkbox"/>				●	●			●
ASPHALT AND CONCRETE SAW CUTTING	<input type="checkbox"/>	●			●		●		
ASPHALT AND CONCRETE REMOVAL	<input type="checkbox"/>	●			●		●		
EXCAVATION	<input type="checkbox"/>				●	●			
MATERIALS STOCKPILING	<input type="checkbox"/>				●				
GRADING	<input type="checkbox"/>				●	●	●		
PAINTING	<input type="checkbox"/>		●		●		●		
DRYWALL, PLASTER, PAPER HANGING, & FLOORING	<input type="checkbox"/>		●		●		●		
PAINT REMOVAL	<input type="checkbox"/>		●		●		●		
LANDSCAPING AND GARDENING	<input type="checkbox"/>			●	●		●		
PEST CONTROL	<input type="checkbox"/>			●	●		●		
EQUIPMENT MAINTENANCE	<input type="checkbox"/>				●				●
VEHICLE MAINTENANCE	<input type="checkbox"/>				●				●
EQUIPMENT AND VEHICLE	<input type="checkbox"/>				●				●
ROOFING	<input type="checkbox"/>				●		●		
EQUIPMENT FUELING	<input type="checkbox"/>				●				●
VEHICLE FUELING	<input type="checkbox"/>				●				●
CONCRETE OR MASONRY WORK	<input type="checkbox"/>				●			●	
DEMOLITION	<input type="checkbox"/>				●		●		



CITY OF REDONDO BEACH  
PUBLIC WORKS DEPARTMENT - ENGINEERING SERVICES DIVISION

# NPDES CERTIFICATION FORM

## REGULATIONS

**NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM (NPDES)** IS THE PORTION OF **THE CLEAN WATER ACT (CWA)** THAT APPLIES TO THE PROTECTION OF RECEIVING WATERS. IF A PROJECT INVOLVES A CONSTRUCTION ACTIVITY THAT DISTURBS A GROUND SURFACE AREA OF **ONE (1)** ACRE OR MORE, OR IF SAID ACTIVITY RESULTS IN THE DISTURBANCE OF LESS THAN **ONE (1)** ACRE OF A GROUND SURFACE AREA BUT IS A PART OF A LARGER COMMON PLAN OF DEVELOPMENT OR SITE THAT EXCEEDS **ONE (1)** ACRE, THE PROJECT WILL BE SUBJECT TO REQUIREMENTS OF THE CALIFORNIA GENERAL PERMIT FOR STORMWATER DISCHARGE ASSOCIATED WITH CONSTRUCTION ACTIVITIES (**PERMIT NO. CAS004001**) UNDER THE NPDES PROGRAM. WHEN A PROJECT IS SUBJECT TO THE REQUIREMENTS OF PERMIT NO. CAS004001, A **NOTICE OF INTENT (NOI)** IS REQUIRED TO BE FILED WITH THE **STATE WATER RESOURCES CONTROL BOARD (SWRCB)** AND A **STORMWATER POLLUTION PREVENTION PLAN (SWPPP)** IS REQUIRED TO BE PREPARED, IMPLEMENTED AND BE AVAILABLE AT THE PROJECT SITE FOR REVIEW AND VERIFICATION AT ALL TIMES. THE WASTE DISCHARGE IDENTIFICATION NUMBER (WDID) MUST BE OBTAINED FROM SWRCB AND ENTERED BELOW, AND SUBMITTED TO THE CITY BEFORE THE ISSUANCE OF AN ENGINEERING PERMIT.

## PROJECT INFORMATION

PROJECT ADDRESS: \_\_\_\_\_ PERMIT NO.: \_\_\_\_\_

PERMITTEE: \_\_\_\_\_ CONTRACTOR: \_\_\_\_\_

## STATEMENT (I)

**WE, THE UNDERSIGNED, HEREBY STATE THAT WE HAVE READ, UNDERSTAND THE AFOREMENTIONED REGULATIONS AND THAT THIS PROJECT IS NOT SUBJECT TO THE REQUIREMENTS OF NPDES PERMIT NO. CAS004001.**

\_\_\_\_\_  
SIGNATURE OF PERMITTEE OR AUTHORIZED REPRESENTATIVE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE OF CONTRACTOR OR AUTHORIZED REPRESENTATIVE

\_\_\_\_\_  
DATE

## STATEMENT (II)

**WE, THE UNDERSIGNED, HEREBY STATE THAT WE HAVE READ, UNDERSTAND THE AFOREMENTIONED REGULATIONS AND THAT THIS PROJECT IS SUBJECT TO THE REQUIREMENTS OF NPDES PERMIT NO. CAS004001. FURTHER, WE HEREBY STATE THAT A STORMWATER POLLUTION PREVENTION PLAN HAS BEEN PREPARED AND MAINTAINED AT THE PROJECT SITE TO THE SATISFACTION OF THE CITY ENGINEER AND/OR HIS REPRESENTATIVE ( WDID NO. \_\_\_\_\_ ).**

\_\_\_\_\_  
SIGNATURE OF PERMITTEE OR AUTHORIZED REPRESENTATIVE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE OF CONTRACTOR OR AUTHORIZED REPRESENTATIVE

\_\_\_\_\_  
DATE