



CITY OF COVINA
DEPARTMENT OF PUBLIC WORKS
 Development Services Division
 125 East College Street
 Covina, CA 91723
 Telephone: (626) 384-5490 Fax: (626) 384-5479

To be completed by Covina DPW only:
 Permit No.: _____ Date Approved: _____
 Approved By: _____
 Issuance Fee (non-refundable): \$ _____
 Permit Fee: \$ _____
 Total: \$ _____
 Paid: _____ Check #: _____

APPLICATION FOR HIGHWAY PERMIT

PERMIT TYPE: Construction Excavation Roll-off Debris Container Tree planting/trimming/removal

DATE: _____

OWNER/APPLICANT: _____ PHONE: () - _____
PRINT NAME SIGNATURE

ADDRESS: _____
STREET CITY ZIP CODE

FAX: () - _____ CELL: () - _____ EMAIL ADDRESS: _____

I hereby make application for permit to encroach into the public right-of-way at the described location(s). It is agreed by the applicant that the City of Covina and any of its officers or employees thereof shall be saved harmless by the applicant from any liability or responsibility for any accident, loss or damage to persons, property, highway or public right away, happening or occurring as the proximate results of any of the work undertaken under the terms of this application and that all of said liability is hereby assumed by the applicant including all attorney fees, costs and expenses paid in defense or prosecution of an indemnity claim or appeal of such claims.

Permit void if work is not started and inspection not requested within **60 days** of date of permit issuance. I am/We are aware of, and will comply with, Section 3800 of the Labor Code, regarding Liability insurance for Workman's Compensation or undertake self-insurance before commencing any of the work. **IT IS FURTHER AGREED THAT THE OWNER/APPLICANT IS THE FINANCIALLY RESPONSIBLE PARTY FOR INITIAL DEPOSITS, ADDITIONAL COLLECTIONS, CHARGES AND REFUNDS.**

CONTRACTOR: _____ PHONE: () - _____
PRINT NAME SIGNATURE

ADDRESS: _____
STREET CITY ZIP CODE

FAX: () - _____ CELL: () - _____ EMAIL ADDRESS: _____

CITY BUSINESS LICENSE NO.: _____ STATE LICENSE NO.: _____

SITE ADDRESS: _____
STREET CITY ZIP CODE

ASSESSOR'S PARCEL NO.: _____ BREWSTER MAP LOCATION: _____

LOCATION DESCRIPTION: _____

SCOPE OF WORK: _____

START DATE: _____ USA "DIGALERT NO. : _____

TYPE OF SURFACE: _____ LENGTH: _____ WIDTH: _____

**PAYER: _____ Payers Signature

**** THE OWNER/APPLICANT IS THE FINANCIALLY RESPONSIBLE PARTY FOR ADDITIONAL COLLECTIONS, CHARGES AND REFUNDS**

PERMIT APPROVAL AND ACCEPTANCE OF WORK
CALL OFFICE (626) 384- 5488 OR Cell Phone (626) 710-7561
24 hours PRIOR to all required inspections.

In compliance with the above application and subject to all the terms, conditions and restrictions written or printed as provisions on any part of this form and attached hereto, permission is granted to encroach or perform work within public rights-of-way. City of Covina reserves the right to amend permit as conditions apply.

Work was hereby inspected and accepted by the City.

Inspector's Signature: _____ Date: _____



HIGHWAY PERMIT APPLICATION
REQUIREMENTS FOR OBTAINING A HIGHWAY PERMIT

1. Complete and sign the permit application. Payment collection will be required prior to permit issuance. Only complete permit application packages will be accepted for review and processing.
2. Submit **2 sets of plans** showing the location of work proposed; relative to the right of way boundary or the centerline of the road. Pipelines and utilities should be shown parallel to and at a constant distance from the right of way or roadway centerline.
3. Provide proof of General Liability and Workers Compensation insurance. All insurance documents, including the required endorsement form, must name **City of Covina** as “Additionally Insured” per current insurance requirements.
4. Submit a copy of contractor’s license.
5. Provide cash deposit/security, the amount based on an estimate incurred if the permittee does not fulfill the permit work. The security deposit will be returned when the permitted work has been completed and approved by the Public Works Construction Inspector.

PROVISIONS

- All work in public right-of-way shall be per Standard Specifications for Public Works Construction, City standards, policies, codes and these Provisions to the satisfaction of the Public Works Director or his representatives.
- All inspection costs incurred incidental to this work shall be borne by the Permittee unless otherwise specified on the face of the permit.
- Utilities damaged or broken by the Permittee shall be repaired or replaced to the satisfaction of their owners at Permittee’s expense. Any trees, shrubbery, or landscaping damaged shall be replaced as directed by the Public Works Director.
- Any concrete to be removed shall be sawcut and replaced as directed to match existing in color, finish and scoring. Pavement to be removed shall be restored within 30 days of installation of facilities covered under permit.
- All traffic interference, control, detours, and lane closures shall be made in accordance with latest approved “Manual of Uniform Traffic Control Devices” (MUTCD) and are subject to the Public Works Director’s prior review and approval.
- All trenches and/or open holes shall be filled, covered, or plated and adequately barricaded at the end of each day and whenever work is not in progress.
- One (1) lane of traffic in each direction is to be kept open and clear at all times.
- Construction work in the public right-of-way shall be done between the hours of 8:30 a.m. and 4:00 p.m.
- Permittee shall obtain a State Division of Industrial Safety Excavation permit and file copy of same with Public Works Director prior to start of underground permitted work.
- Compaction tests required at locations and depths as determined by Public Works Director at cost of Permittee. Compaction per current S.S.P.W.C. (Greenbook) requirements.
- Jack/bore, when allowed by Public Works Director, are as shown on plan.
- Pavement replacement shall in conformance with current A.P.W.A and City standards. Concrete pavement Class 560 A 3250.
- Permittee shall remove all Underground Service Alert markings by method approved by the Public Works Director.
- Special paving conditions will be required on newly paved or resurfaced roadways.
- Roll-off debris Containers must have the following clearly displayed and visible on its exterior surface:
 - Permittee’s name and telephone number (including area code) in print at least two inches in height;
 - 3-inch diameter reflectors, placed on the four corners of each side of the roll-off debris container facing traffic. The lower deflectors shall be between 3 and 4 feet above the ground and vertically aligned with the upper reflectors.
- The area surrounding a permitted roll-off debris container shall be maintained in a clean manner, free from any trash or deleterious material.
- Permitted roll-off debris container shall be secured in such a manner so as to prevent any movement other than during placement and removal.

• Additional conditions:

Attached (Check if applicable)