

**CITY OF ALHAMBRA - PUBLIC WORKS PERMITS (UTILITY COMPANY)**

<b>PERMIT TYPE:</b> (EXCAVATION, ENCROACHMENT, OR OBSTRUCTION)		<b>UTILITY CO.</b>	
		<b>WORK ORDER#:</b>	
<b>BUSINESS LICENSE/EXP. DATE:</b>		<b>STATE LIC #:</b>	
<b>LOCATION OF WORK/SERVICE:</b>			
<b>START DATE:</b>		<b>END DATE:</b>	
<b># OF DAYS ESTIMATED:</b>		<b>EMERGENCY?</b>	
<b>DESCRIPTION OF WORK:</b>			
<b>CONTACT PERSON:</b>			
<b>COMPANY NAME:</b>			
<b>ADDRESS:</b>			
<b>OFFICE PHONE #:</b>		<b>ALTERNATE PHONE #:</b>	
<b>GENERAL LIABILITY INSURANCE EXP. DATE:</b>		<b>WORKER'S COMP EXP. DATE:</b>	

<b>ITEMIZED FEES [101.70.44616]</b>	
ISSUANCE FEE: \$37.50	
EXCAVATION FEE: \$2.00/SQ. FT. OR L.F.	
ENCROACHMENT PERMIT FEE: \$1,500.00	
\$107.25 PER DAY OF ENCROACHMENT:	
\$108.25 INSURANCE PROCESSING FEE:	
PLAN CHECK FEE (\$120.25 minimum but no more than \$446)	
<b>TOTAL AMOUNT DUE:</b>	

CHECKLIST		CHECKLIST	
1. Driveway Apron		13. Trench	
2. Curb Drain		14. Sewer Lateral	
3. Culvert (Parkway Drain)		15. Street Closure	
4. Relocate Ex. Drainage Structure		16. Alley Closure	
5. Close Apron/Open		17. Lane Closure	
6. Sidewalk		18. Sidewalk Closure	
7. Curb and Gutter		19. Parkway Closure	
8. Concrete Alley		20. Stockpile Construction Material in Street	
9. Tree Removal/Replace		21. Parking overwidth construction equipment in street	
10. Curb Ramp (Construct Wheel Chair Ramp)		22. Pedestrian Protection required by the building code (construction at parkway grade/canopy)	
11. Planters		23. Dumpster	
12. Irrigation		24. Other	

**APPROVED BY:**

**APPROVED DATE:**

# Home Improvement & Small Construction Sites Best Management Practices (BMPs)

## DO's

- ✓ Protect stockpiles and materials from wind and rain by storing them under secured plastic sheeting and/or with sandbag barriers.
- ✓ Whenever possible schedule grading and excavation projects for dry weather.
- ✓ Always cover and maintain dumpsters. Check thoroughly and frequently for leaks.
- ✓ Clean up leaks, drips and other spills immediately. This will prevent contaminated soil or residue on paved surfaces from blowing or washing into the storm drains.
- ✓ Identify and protect all storm drains, drainage swales and creeks located near the construction site to prevent pollutants from entering them.
- ✓ Use rip rap, sand bags, rocks, and/or temporary vegetation on slopes to reduce runoff velocity and trap sediments.
- ✓ Dispose of all waste properly.
- ✓ **Filter** rain-water accumulated onsite to remove dirt, sediments, and other pollutants **BEFORE** discharging.



## DON'Ts

- ✗ Do not wash out concrete chutes into the street or storm drains.
- ✗ Do not throw food wrappers on the ground. [Use a trash can to dispose of food waste and wrappers.](#)
- ✗ Never clean brushes or rinse paint containers into a storm drain, gutter or street.
- ✗ Never clean a dumpster by hosing it down on-site!
- ✗ Never hose down dirty pavement or surfaces where materials have spilled. Use dry cleanup methods (e.g. absorbent materials such as kitty litter, sawdust, or cornmeal) whenever possible.
- ✗ Never use the street to stockpile dirt, sand and other construction materials that can contribute to stormwater pollution.
- ✗ Do not allow vehicles exiting construction sites to track dirt and mud to the street.
- ✗ Do not discharge **unfiltered** rain-water which may contain sediment, dirt and other pollutants.