

MINOR STREET CONSTRUCTION – THE A-PERMIT

4.8 How to Check an A-Permit?

The following list of items has been prepared for use by BOE staff to check the A-Permit. This checklist is designed to be used with the A-Permit ORACLE computer application.

- 1) Determine what the customer wants to do and verify work location.
 - Complete Applicant profile
 - Verify address by completing address search
 - Verify Applicant information
 - Input Thomas Guide page and coordinates
 - Verify if work is in a City Planning Specific Plan Area (or other special plan area). If applicable, refer customer to City Planning.
- 2) Verify scope and type of work
 - Check photograph
 - Check driveway width, and sidewalk widths, and all other dimensions.
 - Discuss front yard and side yard parking restrictions with applicant
 - Check for obstructions such as meters, poles, fire hydrants, street trees, street lights, and traffic signals
 - If obstruction exists, direct applicant to owner of the obstruction
 - Select type of driveway, if applicable
 - For community driveways, written agreement is required by all parties using the driveway
 - For circular driveways, check for minimum 20' clearance from curb to front of building, and check site plan
 - For driveways on the same lot, check for 20' minimum separation between the driveways and a 2' minimum separation between an adjoining property's driveway
 - Check street type for major highway or state highway
 - Check if street tree permit is required
 - Check if revocable permit is required
- 3) Determine Hillside Ordinance applicability. Determine if work is in a hillside area
- 4) Determine compliance with Americans with Disabilities Act
 - Check minimum sidewalk widths
 - Check slope requirements
- 5) Determine all clearances and related permits

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6) Determine if field check is required

7) Determine fees

- Check proof of damage by natural cause for [fee waiver](#)
- For street pavement work, calculate street damage restoration fee
- Discuss fees and refund policy with applicant
- Verify applicant is willing to pay fee
- Calculate fees

8) Permit Issuance

- Obtain required Applicant signature
- Obtain payment and submit to cashier