

EXCAVATION IN PUBLIC STREETS

7.9 How to Check the E-Permit Application

The following list of items can be used by Public Counter staff to check the E-Permit Application.

1) Check completed E-Permit Application

- Verify name, address, and phone number of Applicant
- Verify private engineer and or contractor name, address and telephone number.

2) Verify Scope of Work

- Verify work location
- Verify type of work
- Determine if work includes an Above Ground Facility
- Inform Applicant of Revocable Permit requirement if applicable
- Determine if work is in a City Planning Specific Plan Area (or other City Planning special area). If applicable, refer customer to City Planning.

3) Verify Bond and Liability Insurance

4) Obtain Applicant signature and collect fees

- Determine applicability of Street Damage Restoration Fee
- Calculate applicable E-Permit fees
- Issue permit