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Public Works Department - 2535 Commerce Way, Commerce, CA 90040 P:(323) 722-4805 - F:(323) 888-6537

PERMIT APPLICATION FORM							
						Application Date:	
		Tel:			E-mail:		
EPRESEN	TATIVE/AGENT(If different from Ov	wner/Applic	ant, MUST pi	rovide signe	ed Authorization Letter fr	om Owner, se	ee sample):
		Tel:			E-mail:		
		Tel:			E-mail:		
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urther agreed th blic Works at th E OWNER/APP RS.	hat if any part of the work, authorized by this pe he sole expense of the permittee or its succeso PLICANT IS THE FINANCIALLY RESPONSIB	bermit, interferes sor in interest. Th BLE PART FOR	with the future units permit is void RALL FEES, DE	ise of the public if the permittee POSITS, CHAR	right of way by the general public is not in compliance with Section	c, it must be removed a state of the labor	ved or relocated as code. IT IS
		<u>``</u>					
					Date.		
·						\$	
			F			\$	
					TOTAL FEE:	\$	
			Payn	nent Confirr	mation No. from Finance Department:		
e Date: Permit shall expire if the work authorized is not commenced within sixty (60) days from the date of issuance							
DESCRIBE IN DETAIL THE PROPOSED WORK TO BE PERFORMED IN PUBLIC RIGHT-OF-WAY. (Also attach 2 sets of drawings and any applicable specfications and other documents):							
:	Completion	Date:			Total Work Days:		
Pre-Inspection Required? Please refer to condition 19 for work hour restrictions on City stree					on City streets.		
	perform work w ms, including C f the officers or ult of any of the urther agreed th blic Works at th E OWNER/APP RS. ANT	REPRESENTATIVE/AGENT(If different from Ox Representation perform work within the City of Commerce Right of Way at the ms, including City of Commerce ordinances, resolutions, and f the officers or employees, thereof, shall be saved harmless ult of any of the work undertaken under the terms of this applicitly and the sole expense of the permittee or its success OWNER/APPLICANT IS THE FINANCIALLY RESPONSIE RS. ANT REPRESENTATIVE/AGENT FOR CITY OF PERSENTATIVE/AGENT FOR CITY OF PERSENTATIVE/AGENT Permit shall expire if the work auth commenced within sixty (60) days issuance DESCRIBE IN DETAIL THE PROPOSED (Also attach 2 sets of drawings and Campitation of the state of the set of attach 2 sets of drawings and the sole set of the set	Tel: REPRESENTATIVE/AGENT(If different from Owner/Applic Tel: Tel: DIR Contract Registration DIR Commerce Right of Way at the above describ perform work within the City of Commerce Right of Way at the above describ IDIR Contract Registration perform work within the City of Commerce Right of Way at the above describ IDIR Contract Registration Optimize of the spill be saved harmless by the applicable of the officers or employees, thereof, shall be saved harmless by the application and the urther agreed that if any part of the work, authorized by this permit, interferes DIR CONTIST IS THE FINANCIALLY RESPONSIBLE PART FOR RS. ANT Permit shall expire if the work authorized is not commerced within sixty (60) days from the date of issuance DESCRIBE IN DETAIL THE PROPOSED WORK TO (Also attach 2 sets of drawings and any application: Completion Date:	Tel: Tel: Tel: Tel: Tel: DIR Contract Registration Number: Output: DIR Contract Registration Number: Output: DIR Contract Registration Number: Output: DIR Contract Registration Number: Contract Registration Number: Output: Contract Registration Number: Contract Registration Number: Contract Registratin Add	Tel: REPRESENTATIVE/AGENT(if different from Owner/Applicant, MUST provide signed to the second of the second	Tel: E-mail: REPRESENTATIVE/AGENT(If different from Owner/Applicant, MUST provide signed Authorization Letter fr Tel: E-mail: Tel: E-mail: DIR Contract Registration Number: perform work within the City of Commerce Fight of Way at the above described address, subject to the condition/requirements identified on the sinuluid City of Commerce Fight of Way at the above described address, subject to the condition/requirements identified on the sinuluid City of Commerce Fight of Way at the above described address, subject to the condition/requirements identified on the sinuluid City of Commerce Fight of Way at the above described address, subject to the condition/requirements identified on the sinuluid City of Commerce Fight of the particle in the fight of particle is a successor in infrared. perform work within the City of Commerce Fight of Way at the above described address, subject to the condition/requirements identified on the sinuluid city of commerce of the particle is a displacible code ad dandres? In condition of the particle is a displacible code of the particle is a successor in infrared. The particle or is generate ball of the particle of the particle of the sock, authorized by the particle in the format is work in the future use of the particle of the condition of the perform is social to the particle of the particle of the particle of the particle of the condition of the performation of the performation of the condition of the performation is accessor in infrared. The particle of the partine to the condition of the performation is accessore i	Application Date: Tel: E-mail: REPRESENTATIVE/AGENT(if different from Owner/Applicant, MUST provide signed Authorization Letter from Owner, set Tel: E-mail: Tel: E-mail: Tel: E-mail: Pile: E-mail



Public Works Department - 2535 Commerce Way, Commerce, CA 90040 P:(323) 722-4805 - F:(323) 888-6537

CONDITIONS/REQUIREMENTS FOR OBTAINING AN ENCROACHMENT PERMIT

Complete and sign the permit application. Payment is required prior to permit issuance. Only complete permit application packages will be accepted for review and processing.

By signing the permit application, you certify that you are familiar with the requirements of the County Lobbyist Ordinance (Los Angeles County Code Chapter 2 2.160), and that all persons acting on behalf of the Owner/Applicant have complied with and will continue to comply with this ordinance throughout the application process.

³ Complete and sign acknowledgement that the Owner/Applicant has read, understands, and **agrees to fully comply with the Best Management Practices** (BMP) Attachment to this permit per Los Angeles County Code Chapter 12.80 Stormwater and Runoff Pollution Control.

⁴Submit **2 set of plans** showing the location of proposed work relative to the right of way boundary, centerline of the road or property line. Pipelines and utilities should be shown parallel to and at a constant distance from the R.O.W or roadway centerline.

Traffic Control Plans are required for street closures, work within major highways, or busy intersections. **Submit 2 set of plans**, stamped by a registered engineer for review. If the project is relatively small and not complex, City may allow the use of the WATCH Manual, followed up by the CA MUTCD.

6 Obtain City of Commerce Business License. Submit a copy of the business license.

7 Submit a copy of current Contractor's License (A, B, or specific speciality) and DIR Contractor's Registration.

Provide proof of **General Liability** and **Workers Compensation** insurance per current insurance requirements. (see attached sample showing required insurance limits). The required endorsement for the General Liability <u>MUST</u> name **The City of Commerce** as an "Additionally Insured".

If someone other than the property or facility owner applies for a permit, the owner <u>MUST</u> sign the application and provide a Letter of Authorization designating who is authorized to apply for and obtain the permit. THE OWNER/APPLICANT IS THE FINANCIALLY RESPONSIBLE PARTY FOR ALL FEES, DEPOSITS, CHARGES, COLLECTIONS AND REFUNDS, REGARDLESS IF PAYMENT IS MADE BY OTHERS. (Government Agencies may be exempt from this requirement).

10 City of Commerce uses County of Los Angeles Department of Public Works, Land Development Division, Highway Permits, Permit Fee Schedule, Revised Fees for 2020-2021 effective by July 1st, 2020.

11 A Flood Control District permit will be required when requested work affects the Flood Control District's right of way or facility.

The installation of pipelines or utilities within the road right of way is allowed only after the individual or private company has obtained the County's consent through a franchise, a similar right granted by the State of California, or provides documentation establishing prior rights over the road dedication.

¹³Installation of oil pipelines requires approval from the Fire Prevention Division of the Los Angeles County Fire Department at 5823 Rickenbacker Road, Commerce, California 90040. Tel: (323) 890-4132.

14 Utilities installed as part of a subdivision **MUST** be signed and stamped "Approved" by the Utility Company.

15 All street crossings **SHALL** be made at right angles to the centerline of the roadway.

Pipelines and utilities <u>SHALL</u> not be installed closer than two feet from any other pipeline or utility; three feet from any sewer line. Waterlines should not be installed closer than ten feet from a sewer line.

The following minimum depths of cover, below gutter flow line grade, **SHALL** be required:

LOCAL STREETS

A.24" for service pipelines B.30" for all pipelines transporting nonhazardous substances

17 C.30" for electrical facilities

D.42" for pipelines transporting hazardous substances

MASTER PLAN HIGHWAYS

A.24" for service pipelines

B.36" for pipelines transporting nonhazardous substances

C.42" for electrical facilities

D.42" for pipelines transporting hazardous substances



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CONDITIONS/REQUIREMENTS FOR OBTAINING AN ENCROACHMENT PERMIT (continued)

18 Excavations deeper than five feet require a Cal OSHA permit.

Work hours are restricted to the following:

•Monday through Friday, 9:00 A.M. to 4:00 P.M. on residential/local streets.

¹⁹ Monday through Friday, 9:00 P.M. to 6:00 A.M. and/or Saturday and Sunday, 8:00 A.M. to 5:00 P.M.

on major arterial and collector streets.

Newly paved /resurfaced streets SHALL NOT be cut within five (5) years and newly slurry sealed streets shall not be cut within two (2) years from the date of acceptance. Emergency repair work shall be submitted to Director of Public Works for approval prior to work being performed. Such emergency repairs shall be performed full width overlay on the roadway.

21 MUST provide any necessary detour signs, if necessary, in the vicinity of the work area.

22 Safe pedestrian access **MUST** be provided at all times, including adequate signage per CA MUTCD and WATCH Manual regulations.

23 Call USA / Dig Alert t mark out the existing utilities at least 48 hours before the start of work, and upon completion of work, REMOVE all these markings.

²⁴ Installation of new power pole, street light pole, and vault on the sidewalk MUST allow for adequate access, ingress, and egress per Americans with Disabilities Act (ADA) regulations.

Excavated or removed concrete sidewalk, curb & gutter <u>MUST</u> be replaced with concrete. <u>NO</u> asphalt patching is allowed. Concrete material and placement will adhere to A.P.W.A. Standard Specifications.

The Removal and replacement of the P.C.C. (concrete) street sections **SHALL** be full panels unless half panel is authorized by the City's inspector. Additionally, 26 concrete thickness shall match existing thickness, shall be 6,000 PSI and doweled with 24-inch rebars, epoxied and glued into existing adjacent concrete panels, 24-inch on center unless directed otherwise by the City's inspector.

27 The excavation and replacement of the street pavement, asphalt, base, etc. <u>SHALL</u> conform to GREENBOOK specifications. Care will be taken to provide adequate excavation, shoring, compaction, and asphalt pavement and concrete replacement

28 Any trenching or excavation in any street **MUST** be re-compacted to 95% compaction or backfilled with 1-½ sack slurry.

29 Any damage to any facility in the public right-of-way SHALL be repaired or replaced by the prime contractor and its expense.

MUST provide written notifications to all businesses and residents in the vicinity of the work area at least 72 hours before commencing construction work. The notifications must be in English in industrial areas and in English and Spanish in residential areas that detail what the work is and what inconveniences that this will involve, including parking restrictions, blocked driveways, etc.

31 Prior to performing of the field work, contractor **SHALL** request a pre-construction meeting with the City by contacting City's Public Works Department at (323) 887-4458.

32 MUST contact the City's inspector at least 48 hours before the start of work by contacting City's Public Works Department at (323) 887-4458.

³³This permit <u>SHALL</u> expire if the work authorized by such permit is not commenced within sixty (60) days from the date of issuance. Request for an extension must be submitted by the permittee prior to the date of expiration of the permit

³⁴Please arrange the payment of the Permit fees with the City cashier at (323) 722-4805 Ext. 2325 or at cashier@ci.commerce.ca.us, available Monday thru Thursday from 8:00am to 6:00pm.

Fiber Optic Installations <u>MUST</u> comply with the General Permit Conditions for Fiber Optic Installations in the Public Right of Way. A performance bond <u>MUST</u> be filed with the City in accordance to California State law naming the City as oblige in amount equal to approximately one hundred percent (100%) of the total estimated cost, except when exempt as stated in the General Permit Conditions for Fiber Optic Installations. Signed and stamped as-built plans and record drawings <u>SHALL</u> be submitted to the City within thirty (30) days of completion of project.

CITY OF COMMERCE, PUBLIC WORKS PERMIT FEE CALCULATOR							
		PERMIT WORK S	HEET PREPARED BY:				
Name:		Date:		Тс	otal Initial Calculated Fee Amount:	\$0.00	
Name:		Date:			Total Final Fee Amount:	\$0.00	
COUNTY OF LOS ANGELES; LAND DEVELOPMENT DIVISION; HIGHWAY PERMIT FEES; CPI ADJUSTMENTS FY 2020 - 21							
Code	Description	Fees	Quantity	Applicable Fee Amount	Account No.	Final Fee Adjustments	
1	ISSUANCE FEE						
1.1	Highway permit	\$172.00	Enter 1, if permit is applicable:	N/A	Plan Check, 10-2000-32071		
2	FEES FOR INSPECTION AND OTHER COSTS						
2.1	1. GENERAL						
2.1.1	Pre-inspection site visit	\$138.00	Enter 1, if permit is applicable:	N/A	Inspection, 10-2000-32070		
2.1.2	Inspections during non-business hours (up to 4 hours)	\$530.00	Enter 1, if permit is applicable:	N/A	Inspection, 10-2000-32070		
2.1.3	Additional inspections during non-business hours (over 4 hours)	\$132.00	Enter 1, if permit is	N/A	Inspection, 10-2000-32070		
2.2	2. CONSTRUCTION INSPECTION		applicable:				
2.2.1	Inspect curb drain	\$179	Enter 1, if permit is	N/A	Inspection, 10-2000-32070		
2.2.2	Inspect parkway drain	\$742	applicable: Enter 1, if permit is	N/A	Inspection, 10-2000-32070		
2.2.3	Inspect residential driveway	\$619	applicable: Enter 1, if permit is	N/A	Inspection, 10-2000-32070		
2.2.4	Inspect commercial driveway	\$757	applicable: Enter 1, if permit is	N/A	Inspection, 10-2000-32070		
2.2.5	Inspect paving - <= 500 SF	\$862	applicable: Enter 1, if permit is	N/A	Inspection, 10-2000-32070		
2.2.6	Inspect paving - > 500 SF	Actual Cost (collect \$1,000 Deposit)	applicable: Enter 1, if permit is	N/A	Inspection, 10-2000-32070		
.2.7	Inspect sidewalk and curb and gutter		applicable:	10/4			
2.2.7.1	50 LF or less	\$475.00	Enter 1, if permit is	N/A	Inspection, 10-2000-32070		
		// E over 50	applicable: Enter Tot Length (LF), if		•		
2.2.7.2	Greater than 50 LF - 250 LF	\$475.00 + \$2.35 /LF LF	Permit is applicable: Enter Tot Length (LF), if	N/A	Inspection, 10-2000-32070		
2.2.7.3	Greater than 250 LF - 500 LF	\$943.00 + \$1.59 LF	Permit is applicable: Enter 1, if permit is	N/A	Inspection, 10-2000-32070		
2.2.7.4	Greater than 500 LF	Actual Cost (collect \$1,000 Deposit)	applicable:	N/A	Inspection, 10-2000-32070		
.2.8	Inspect new well construction		Enter 1, if permit is				
2.2.8.1	Diameter <= 8", and depth <= 50 ft	\$399.00	Enter 1, if permit is Enter 1, if permit is	N/A	Inspection, 10-2000-32070		
2.2.8.2		Actual Cost (collect \$1,000 Deposit)	applicable:	N/A	Inspection, 10-2000-32070		
.2.9	Inspect well destructions		Enter 1, if permit is				
2.2.9.1	Diameter <= 6", and depth <= 50 ft	\$907.00	Enter 1, if permit is applicable: Enter 1, if permit is	N/A	Inspection, 10-2000-32070		
2.2.9.2	6" < Diameter <=18", and 25 ft <= depth <= 50 ft	\$1,039.00	applicable:	N/A	Inspection, 10-2000-32070		
2.2.9.3	6" < Diameter <=18", and 25 ft < depth <= 50 ft	\$1,171.00	Enter 1, if permit is applicable:	N/A	Inspection, 10-2000-32070		
2.2.9.4	Diameter > 18", or depth > 50 ft	Actual Cost (collect \$1,500 Deposit)	Enter 1, if permit is applicable:	N/A	Inspection, 10-2000-32070		
2.2.10	Inspect pole removal/replacement	\$513.00	Enter 1, if permit is applicable:	N/A	Inspection, 10-2000-32070		
.3	3. ENCROACHMENT INSPECTION						
2.3.1	Inspect lane closure/detour (per day)	\$285.00	Enter 1, if permit is applicable:	N/A	Inspection, 10-2000-32070		
2.3.2	Inspect awning (per address)	\$342.00	Enter 1, if permit is applicable:	N/A	Inspection, 10-2000-32070		
2.3.3	Inspect monitoring of existing wells (allows monitoring for 1 year)	\$592.00	Enter 1, if permit is applicable:	N/A	Inspection, 10-2000-32070		
2.3.4	Inspect crane operations (per day)	\$444.00	Enter 1, if permit is applicable:	N/A	Inspection, 10-2000-32070		
2.3.5	Inspect temporary storage of construction materials (per day)	\$284.00	Enter 1, if permit is applicable:	N/A	Inspection, 10-2000-32070		
2.3.5		\$378.00	Enter 1, if permit is applicable:	N/A	Inspection, 10-2000-32070		
2.4	4. EXCAVATION INSPECTION						
2.4.1	Inspect utility service cuts (Up to 3 within one block)	\$561.00	Enter 1, if permit is applicable:	N/A	Inspection, 10-2000-32070		
2.4.2	Inspect potholing (up to 3 within one traffic control setup	not exceeding one block)					
2.4.2.1	Depth <= 10 ft	\$382.00	Enter 1, if permit is	N/A	Inspection, 10-2000-32070		
		I	applicable:				

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CASE Definition Second Control Control Contro Control	2.5	Inspect Soil Borings (up to 3 borings within one traffic con	trol setup not exceeding one block)	applicable:			
25.2 F < Canneter <17. septi < 25.1	2.5.1	Diameter <= 6", and depth <= 50 ft	\$513.00		N/A	Inspection, 10-2000-32070	
28.3 $0^{\circ} \circ Connets < 0^{\circ}, 200, 0^{\circ}, 0^{\circ$	2.5.2	6" < Diameter <=18", depth <= 25 ft	\$645.00	Enter 1, if permit is	N/A	Inspection, 10-2000-32070	
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		Info to be entered in yellow highlighted cells *Annual fee adjustments will be per Resolution 20-75					



Acknowledgement Best Management Practices (BMP) Attachment

DATE:		PERMIT NO.	
OWNER/APPLICANT:			_ PHONE: ()
	PRINT NAME	WET SIGNATURE (REQUIRED)	
ADDRESS:			
STREET		CITY	ZIP CODE
FAX: ()	CELL: ()	EMAIL ADDRESS:	
AGENT/CONTACT:			PHONE: ()
	PRINT NAME	WET SIGNATURE (REQUIRED)	
ADDRESS:			
STREET		CITY	ZIP CODE
FAX: ()	CELL: ()	EMAIL ADDRESS:	
		I agreeing to comply with the County Code Chapter 12.80 Stor	
SITE ADDRESS:			
Street		City	Zip Code
NEAREST INTERSECTION:			THOMAS GUIDE:

PLEASE SUBMIT THIS DOCUMENT WITH THE APPLICATION

Best Management Practices (BMPs) Attachment

The City of Commerce Public Works Department requires Permittees and their contractors to implement a program to effectively control water pollution during all Permit construction projects. This project shall conform with the requirements of the following County Code and Permits:

- Los Angeles, California County Code Chapter 12.80 Stormwater and Runoff Pollution Control
- Waste Discharge Requirements for Municipal Storm Water and Urban Runoff Discharges within the County of Los Angeles, and the Incorporated Cities Therein, Except the City of Long Beach (Order No. 01-182, National Pollutant Discharge Elimination System [NPDES] No. CAS004001),
- NPDES General Permit No. CAS000002, Order No. 99-08-DWQ, Waste Discharge Requirements for Discharges of Storm Water Runoff Associated with Construction Activities.

The Permittee or Authorized Representative and their contractors shall know and fully comply with the applicable provisions of these permits and Federal, State and local regulations that govern the Permittee or Authorized Representative's operations and the storm water discharges from the project site.

In order to ensure a minimum level of water quality control, the Permittee or Authorized Representative and their contractors shall effectively implement and maintain appropriate Best Management Practices (BMPs) shown in Table 1. In addition, the Permittee or Authorized Representative and their contractors shall comply with the following requirements:

- Sediments shall not be discharged to the storm drain system or receiving waters. Sediments generated on the construction site shall be retained.
- No construction-related materials: waste, spills, or residue shall be discharged from the project site to streets, drainage facilities, receiving waters, or adjacent property by wind or runoff.
- Non-storm water runoff from equipment, vehicle washing, or any other activity shall be contained within the project site using appropriate BMPs.
- Erosion from slopes and channels shall be prevented.
- Minimize grading during the wet season (October 15 through April 15). All erosion susceptible slopes shall be covered, planted, or protected in any way that prevents sediment discharge from the project site.

BMPs shall conform to the requirements in the LACDPW Construction Division's "Construction Site Best Management Practices (BMPs) Manual," and addenda thereto issued up to and including, the date of issuance of the Permit for the project. Copies of the Manual are available for purchase from:

Los Angeles County Department of Public Works Cashier's Office 900 South Fremont Avenue Alhambra, CA 91803 Telephone (626) 458-6959

Year-Round Implementation Requirements

The Permittee or Authorized Representative and their contractors shall have an effective program for implementing, inspecting, and maintaining water pollution control practices for wind erosion control, tracking control, non-storm water control, and waste management and materials pollution control.

Soil stabilization and sediment control practices shall be provided throughout the rainy season, defined as between October 15 and April 15, and whenever the National Weather Service predicts rain within 24 hours. The National Weather Service weather forecast shall be monitored and used by the Permittee on a daily basis.

The non-rainy season shall be defined as all days outside the defined rainy season. Disturbed soil areas within the project shall be protected in conformance with the requirements in the Construction Site BMP Manual with sediment controls implemented prior to a predicted rain event.

Maintenance and Inspection

The Permittee or Authorized Representative and their contractors shall be responsible throughout the duration of the project for installing, constructing, inspecting, maintaining, removing and disposing of the BMPs. Unless otherwise directed by the City of Commerce, the Permittee or Authorized Representative and their contractors are responsible for BMP implementation and maintenance throughout any temporary suspension of work. The Permittee or Authorized Representative shall reimburse the City of Commerce for the full costs of cleaning or repairing of storm drain, water course, or channel which may be necessary due to ineffective implementation of BMPs.

The project site shall be inspected by the Permittee or Authorized Representative or their contractors a minimum of once every week or at least once for projects that last only one week or less.

Report of Non-Permitted Discharge and Enforcement

If the Permittee or Authorized Representative or their contractors identify any non-permitted discharge into the storm drain system or receiving waters in a manner causing, or potentially causing, a condition of pollution, or if the project receives a written notice or order from any regulatory agency, the Permittee or Authorized Representative or their contractors shall immediately inform City of Commerce Public Works and Development Services by calling (323) 722-4805. The Permittee or Authorized Representative or their contractors shall submit a written report (see attached Notice of Non-Permitted Discharge) to the City of Commerce within 5 days of the discharge event, notice or order.

The Permittee or Authorized Representative and their contractors are subject to enforcement action by Chapter 12.80 of the Los Angeles County Code that states, "Any person, firm, corporation, municipality or district or any officer or agent of any firm, corporation, municipality or district or any officer or agent of any firm, corporation, municipality or district violating any provision of this chapter shall be guilty of a misdemeanor. Such violation shall be punishable by a fine of not more than \$1,000 or by imprisonment in the county jail for a period not to exceed six months, or by both fine and imprisonment. Each day during any portion of which such violation is committed, continued or permitted shall constitute a separate offense and shall be punishable as such (Ord. 98-0021§1(part), 1998)."

In addition, the Permittee or Authorized Representative and their contractors are subject to enforcement action by the State Water Resources Control Board (SWRCB), Environmental Protection Agency, private citizens and citizen groups. The Permittee or Authorized Representative and their contractors shall be responsible for the costs and for liabilities imposed by law as a result of the Permittee or Authorized Representative or their contractor's failure to comply. Costs and liabilities include, but are not limited to, fines, penalties and damages whether assessed against the City of Commerce or the Permittee or Authorized Representative or their contractors, including those levied under the Federal Clean Water Act and the State Porter Cologne Water Quality Act.

Table 1 Construction Site BMPs						
ID	BMP Name Minimum Requirement ⁽¹					
Tempora	ary Soil Stabilization					
SS-1	Scheduling	$\begin{array}{c c} X^{(2)} \\ \hline X^{(2)} \end{array}$				
SS-2	Preservation of Existing Vegetation	$\mathbf{X}^{(2)}$				
SS-3	Hydraulic Mulch ⁽³⁾					
SS-4	Hydroseeding ⁽³⁾					
SS-5	Soil Binders ⁽³⁾					
SS-6	Straw Mulch ⁽³⁾					
SS-7	Geotextiles, Plastic Covers, & Erosion Control Blankets/Mats ⁽³⁾					
SS-8	Wood Mulching					
SS-9	Earth Dikes/Drainage Swales & Ditches					
SS-10	Outlet Protection/Velocity Dissipation Devices					
SS-11	Slope Drains					
SS-12	SS-12 Streambank Stabilization					
Tempora	ary Sediment Control					
SC-1	Silt Fence ⁽⁴⁾					
SC-2	Desilting Basin					
SC-3	Sediment Trap					
SC-4	Check Dam					
SC-5	Fiber Rolls ⁽⁴⁾					
SC-6	Gravel Bag Berm ⁽⁴⁾					
SC-7	Street Sweeping and Vacuuming	$\mathbf{X}^{(2)}$				
SC-8	Sandbag Barrier ⁽⁴⁾					
SC-9	Straw Bale Barrier ⁽⁴⁾					
SC-10	Storm Drain Protection	X ⁽²⁾				
Wind Erosion Control						
WE-1	Wind Erosion Control	$\mathbf{X}^{(2)}$				
Tracking	g Control					
TC-1	Stabilized Construction Entrance/Exit					
TC-2	Stabilized Construction Roadway					
TC-3	Entrance/Outlet Tire Wash					

	Table 1 (continued)				
ID	Construction Site BMPs BMP Name	Minimum Requirement ⁽¹⁾			
Non-Sto	rm Water Management				
NS-1	Water Conservation Practices				
NS-2	Dewatering Operations ⁽⁵⁾				
NS-3	Paving and Grinding Operations				
NS-4	Temporary Stream Crossing				
NS-5	Clear Water Diversion				
NS-6	Illicit Connection/Illegal Discharge Detection and Reporting	X ⁽²⁾			
NS-7	Potable Water/Irrigation				
NS-8	Vehicle Equipment Cleaning	X ⁽²⁾ X ⁽²⁾			
NS-9	Vehicle Equipment Fueling	$\mathbf{X}^{(2)}$			
NS-10	Vehicle Equipment Maintenance	X ⁽²⁾			
NS-11	Pile Driving Operations				
NS-12	Concrete Curing				
NS-13	Material and Equipment Use Over Water				
NS-14	Concrete Finishing				
NS-15	Structure Demolition/Removal Over or Adjacent to Waters				
NS-16	Temporary Batch Plant				
Waste N	Ianagement and Material Pollution Control				
WM-1	Material Delivery	$\mathbf{X}^{(2)}$			
WM-2	Material Use	X ⁽²⁾			
WM-3	Stockpile Management				
WM-4	Spill Prevention and Control	$\mathbf{X}^{(2)}$			
WM-5	Solid Waste Management	X ⁽²⁾			
WM-6	Hazardous Waste Management				
WM-7	Contaminated Soil Management				
WM-8	Concrete Waste Management				
WM-9	Sanitary/Septic Waste Management	X ⁽²⁾			
WM-10	Liquid Waste Management				

⁽¹⁾ Additional BMPs may be required based on actual field condition, Contractor operations, or construction operations.

⁽²⁾ Not all minimum requirements may be applicable to every project. Applicability to a specific project shall be verified by the Permittee or Authorized Representative and their Contractor.

⁽³⁾ The Permittee or Authorized Representative and their Contractors shall select one of the identified soil stabilization BMPs or a combination thereof.

⁽⁴⁾ The Permittee or Authorized Representative and their Contractors shall select one of the identified sediment control barrier BMPs or a combination thereof.
⁽⁵⁾ Dewatering BMPs are required for discharging accumulated precipitation (rain and snow melt) and for

⁽⁵⁾ Dewatering BMPs are required for discharging accumulated precipitation (rain and snow melt) and for potential contact with groundwater during excavation. Separate permit requirements are applicable for construction dewatering of groundwater.

Notice of Non-Permitted Discharge

То:		Date:
Subject:	Notice of Discharge	
Project Name:		
Permit Number:		
Type of operation th	at resulted in the discharge:	:
Describe any adverse	e impacts resulting from the	e discharge:
Describe existing BA	AP(s) in place prior to the d	lischarge event:
Date and type of cor	rective action or BMPs depl	loyed after the discharge:
		e, eliminate, and/or prevent recurrence of the
Name of Contact Pe	erson	Title
Company		Telephone Number
Signature		Date

LIABILITY INSURANCE:

The Permittee shall furnish the Agency a certificate of liability insurance with the Agency named as certificate holder and a copy of the Additional Insured Endorsement to the general liability insurance of the permittee's contractor. Notwithstanding any inconsistent statement in the policy or any subsequent endorsement attached thereto, the Agency shall be named as an additional insured covering the work, whether liability is attributable to the Permittee or the Agency.

1. The Permittee may file insurance acceptable to the Agency covering more than one permit. The coverage shall provide the following minimum limits:

Bodily Injury	\$ 250,000 each person
	\$ 500,000 each occurrence
	\$ 500,000 aggregate products and completed operations
Property Damage	\$ 100,000 each occurrence
	\$ 250,000 aggregate

2. A combined single limit policy with aggregate limits in the amount of \$1,000,000 will be considered equivalent to the required minimum limits.

All liability insurance policies shall bear an endorsement or shall have attached rider whereby it is provided that, in the event of expiration or proposed cancellation of such policies for any reason whatsoever, the Agency shall be notified by mail, giving a sufficient time before the date thereof to comply with any applicable law or statute, but in no event less that 30 days before expiration or cancellation is effective.

The Additional Insured Endorsement to the general liability insurance must contain the following language:

The City of Commerce, its officers, agents and employees must be named as additional insureds or as additional loss payess in all insurance policies.

	ACORD CERTIFICATE OF LIABILI		DATE (MM/DD/YYYY) 01/01/2013				
\langle	PRODUCER INSURANCE BROKER OR COMPANY NAME AND CONTACT INFORMATION, INCLUDING EMAIL ADDRESS	THIS CERTIFICATE IS ISSUED AS A MATTER OF ONLY AND CONFERS NO RIGHTS UPON THE HOLDER. THIS CERTIFICATE DOES NOT AMEND ALTER THE COVERAGE AFFORDED BY THE POL	CERTIFICATE , EXTEND OR				
		INSURERS AFFORDING COVERAGE	NAIC #				
	INSURED	INSURER A:					
1	COMPANY NAME AND CONTACT INFORMATION, INCLUDING A	INSURER B:					
~	VALID EMAIL ADDRESS	INSURER C:					
		INSURER D:					
		INSURER E:					
	COVERAGES						
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CERTIFICATE HOLDER	CANCELLATION
PUBLIC WORKS DEPARTMENT	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER SHALL MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER.
	AUTHORIZED REPRESENTATIVE
	1
ACORD 25 (2001/08)	© ACORD CORPORATION 1988
Must use this address	Sign Here

	on Certificate of Liabi	liity insurance	
POLICY NUMBER:		COMMERCIAL GENERAL CG 2	LIABILITY 20 12 05 09
THIS ENDORSEME	IT CHANGES THE POLICY.	PLEASE READ IT CAREFU	LLY.
AGENC	Y OR SUBDIVISION	OR GOVERNMEN NOR POLITICAL AUTHORIZATIONS	
This endorsement modifies insu	urance provided under the following	:	
COMMERCIAL GENERAL	LIABILITY COVERAGE PART		include this
	SCHEDULE	section	n verbatim
State Or Governmental Agen	cy Or Subdivision Or Politica Su	Ibdivision:	
	s officers, agents and employ loss payess in all insurance p	vees must be named as addition policies.	onal
Information required to comple	te this Schedule, if not shown above	e will be shown in the Declarations	

MUST match with General Liability Policy Number

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Section II – Who Is An Insured is amended to include as an insured any state or governmental agency or subdivision or political subdivision shown in the Schedule, subject to the following provisions:

- 1. This insurance applies only with respect to operations performed by you or on your behalf for which the state or governmental agency or subdivision or political subdivision has issued a permit or authorization.
- 2. This insurance does not apply to:
 - a. "Bodily injury", "property damage" or "personal and advertising injury" arising out of operations performed for the federal government, state or municipality; or
 - **b.** "Bodily injury" or "property damage" included within the "products-completed operations hazard".



Public Works Department - 2535 Commerce Way, Commerce, CA 90040 P:(323) 722-4805 - F:(323) 888-6537

SAMPLE AUTHORIZATION LETTER FROM OWNER/APPLICANT TO REPRESENTATIVE/AGENT

SAMPLE AUTHORIZATION LETTER (Authorizing Company/Party Letterhead)

City of Commerce

Public Works Department

2535 Commerce Way

Commerce, CA 90040

Subject: Letter of Authorization

Please be advised that (Owner/Applicant name or company name) authorizes (Individual name of/or company name) to act as a
agent on my (our) behalf in all matters related to obtaining a(n) encroachment permit.

Our Agent is designated and responsible for the following:

Deliver our payment for fees and deposits **ONLY**.

Provide payment of fees and deposits **ONLY**.

Other:_____

I (we) further understand and agree that I(we) shall remain responsible for all permit conditions, permit provisions, fees, deposits, refunds, additional charges and collections resulting from permit application processing, permit issuance and inspection of work.

(Signature)

(Print) Customer Name: Full Company Address: Email Address: Phone Number: Fax Number: