



**CITY OF COMMERCE
PUBLIC WORKS ENCROACHMENT PERMIT APPLICATION**

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

PERMIT APPLICATION FORM

Project Address:		Application Date:	
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OWNER/APPLICANT:

Owner/Applicant Name:		Tel:		E-mail:	
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Owner/Applicant Mailing Address:					
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OWNER/APPLICANT'S REPRESENTATIVE/AGENT (If different from Owner/Applicant, MUST provide signed Authorization Letter from Owner, see sample):

Representative/Agent Name:		Tel:		E-mail:	
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Representative/Agent Mailing Address:					
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CONTRACTOR:

Contractor Name:		Tel:		E-mail:	
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Contractor Mailing Address:					
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Contractor's License Number:		DIR Contract Registration Number:	
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I hereby make an application to perform work within the City of Commerce Right of Way at the above described address, subject to the conditions/requirements identified on this entire permit package including all attachments, exhibits and forms, including City of Commerce ordinances, resolutions, and all applicable codes and standards. In consideration of the granting of this permit, it is agreed by the applicant that the City of Commerce and any of the officers or employees, thereof, shall be saved harmless by the applicant from any liability or responsibility for any accident, loss or damage to person or property, happening or occurring as the proximate result of any of the work undertaken under the terms of this application and the permit of permits which may be granted in response thereto, and that all of said liabilities are hereby assumed by the applicant. It is further agreed that if any part of the work, authorized by this permit, interferes with the future use of the public right of way by the general public, it must be removed or relocated as designated by the Director of Public Works at the sole expense of the permittee or its successor in interest. This permit is void if the permittee is not in compliance with Section 3800 of the labor code. **IT IS FURTHER AGREED THAT THE OWNER/APPLICANT IS THE FINANCIALLY RESPONSIBLE PART FOR ALL FEES, DEPOSITS, CHARGES, COLLECTIONS AND REFUNDS, REGARDLESS IF PAYMENT IS MADE BY OTHERS.**

<input type="checkbox"/> OWNER/APPLICANT	<input type="checkbox"/> REPRESENTATIVE/AGENT	<input type="checkbox"/> CONTRACTOR	Name:	
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Signature:	Date:
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**FOR CITY OF COMMERCE OFFICE USE ONLY
PERMIT PREPARED BY:**

Name:		Inspection Fees: (Account No: 10-2000-32070)	\$
Tel:		Processing and/or Plan Check Fees: (Account No: 10-2000-32071)	\$
E-mail:		TOTAL FEE:	\$
Payment Date:		Payment Confirmation No. from Finance Department:	
Permit Issuance Date:	Permit shall expire if the work authorized is not commenced within sixty (60) days from the date of issuance	PERMIT NUMBER:	

**DESCRIBE IN DETAIL THE PROPOSED WORK TO BE PERFORMED IN PUBLIC RIGHT-OF-WAY.
(Also attach 2 sets of drawings and any applicable specifications and other documents):**

Construction Start Date:		Completion Date:		Total Work Days:	
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Pre-Inspection Required?		Please refer to condition 19 for work hour restrictions on City streets.
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WORK DESCRIPTION:	



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ENCROACHMENT PERMIT CONDITIONS

1	Permittee shall comply with the requirements of Federal, State and affected local agencies prior to commencing work.
2	Contact the City's Public Works Inspector at (323) 887-4458 at least 72 hours in advance of any work for a mandatory pre-construction meeting. Failure to hold a pre-construction meeting could result in work stoppage until a pre-construction meeting is conducted. All costs associated with protecting unauthorized work due to not holding a pre-construction meeting shall be the responsibility of the permittee.
3	Work hours are restricted to the following: • Monday through Friday, 9:00 A.M. to 4:00 P.M. on residential/local streets. • 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.
4	Traffic Control placement in the public right-of-way shall be per the City approved traffic control plan if requested. Otherwise, it shall be per the WATCH Manual, CAMUTCD, or CATTCH Manual. Must provide any necessary detour signs in the vicinity of the work area.
5	Safe pedestrian access shall be provided at all times.
6	Written notifications to all businesses and residents in the vicinity of the work area at least 72 hours before commencing construction work. The notifications shall be in English and Spanish that would include the work detail and associated inconveniences such as parking restrictions, blocked driveways, etc. Provide a copy to the City for review and approval at least 72 hours prior to the start of the work.
7	Any damage to existing facilities in the public right-of-way shall be repaired or replaced in kind and to the satisfaction of the Public Works Inspector.
8	This permit shall expire if the work authorized by such permit is not commenced within sixty (60) days from the date of issuance. Request for an extension shall be submitted by the permittee prior to the date of expiration of the permit.
9	All work areas shall be ADA Complaint per Federal and State guidelines.
10	Call USA / Dig Alert to mark out the existing utilities at least 48 hours before the start of work, and upon completion of work, remove all USA markings.
11	Excavations deeper than five feet require a Cal OSHA permit.
12	Installation of new power pole, street light pole, and above ground improvements on the sidewalk shall provide minimum clearance for wheelchair access in compliance with the Americans with Disabilities Act (ADA) regulations.
13	Excavated or removed concrete sidewalk, curb & gutter must be replaced with concrete. No asphalt patching is allowed. Concrete material and placement will adhere to APWA Standard Specifications and Standard Specifications for Public Works Construction (GREENBOOK). Full panel sidewalk restoration is required.
14	The replacement of the removed P.C.C. (concrete) street sections shall be full panels unless half panel is authorized by the Public Works Inspector. Additionally, concrete thickness shall match existing thickness. Concrete shall be 6,000 PSI and doweled rebars, epoxied and glued into existing adjacent concrete panels, 24-inch on center unless directed otherwise by the City's inspector.
15	The excavation and replacement of the street pavement, asphalt, base, etc. shall conform to GREENBOOK specifications and APWA standards. Excavation, shoring, compaction, asphalt pavement and concrete replacement shall meet the requirements of GREENBOOK and Cal OSHA.
16	Any trenching or excavation in any street must be re-compacted, tested and certified to achieve 95% at the expense of the permittee or backfilled with 2 sack slurry upon inspector's approval.
17	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. Limits of grind and overlay and/or slurry seal of the pavement shall be determined by the Public Works Inspector.
18	Fiber Optic Installations must comply with the General Permit Conditions for Fiber Optic Installations in the Public Right of Way. A performance bond must be filed with the City in accordance to California State law naming the City as obligee in amount equal to approximately one hundred percent (100%) of the total estimated construction cost. Signed and stamped as-built plans and record drawings shall be submitted to the City within thirty (30) days of completion of project.
19	A permit with the Los Angeles County Flood Control District will be required when requested work affects the Los Angeles County Flood Control District right-of-way or facility.
20	Installation 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.
21	All street crossings shall be made at right angles to the centerline of the roadway.
22	Pipelines and utilities shall 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.
23	City Inspector shall be notified at least 72 hours prior to any work involving power outages affecting City traffic signals.



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ENCROACHMENT PERMIT CONDITIONS (continued)

24	<p>The following minimum depths of cover, below gutter flow line grade, <u>shall</u> be required:</p> <p>LOCAL STREETS A.24" for service pipelines B.30" for all pipelines transporting nonhazardous substances C.30" for electrical facilities D.42" for pipelines transporting hazardous substances</p> <p>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</p>
25	New street lighting shall be per City Standards.
26	Permittee shall locate existing substructures such as sewer main, water main, gas main, sewer lateral, water lateral, gas service line, etc. in the sidewalk / parkway to prevent damages to such improvements due to installation of new or relocated SCE poles.

CITY OF COMMERCE, PUBLIC WORKS PERMIT FEE CALCULATOR

PERMIT WORK SHEET PREPARED BY:

Name:		Date:		Total 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 2023 - 24

Code	Description	Fees	Quantity	Applicable Fee Amount	Account No.	Final Fee Adjustments
1	ISSUANCE FEE					
1.1	Highway permit	\$199.00	Enter 1, if permit is applicable:	N/A	Plan Check, 10-2000-32071	N/A
2	FEES FOR INSPECTION AND OTHER COSTS					
2.0.1	Deposit for Inspections	Actual Cost (collect Deposit)	Enter 1, if permit is applicable:	N/A	Inspection, 10-2000-32070	
2.1	1. GENERAL					
2.1.1	Pre-inspection site visit	\$161.00	Enter 1, if permit is applicable:	N/A	Inspection, 10-2000-32070	N/A
2.1.2	Inspections during non-business hours (up to 4 hours)	\$611.00	Enter 1, if permit is applicable:	N/A	Inspection, 10-2000-32070	N/A
2.1.3	Additional inspections during non-business hours (over 4 hours)	\$153.00	Enter 1, if permit is applicable:	N/A	Inspection, 10-2000-32070	N/A
2.2	2. CONSTRUCTION INSPECTION					
2.2.1	Inspect curb drain	\$207	Enter 1, if permit is applicable:	N/A	Inspection, 10-2000-32070	N/A
2.2.2	Inspect parkway drain	\$855	Enter 1, if permit is applicable:	N/A	Inspection, 10-2000-32070	N/A
2.2.3	Inspect residential driveway	\$713	Enter 1, if permit is applicable:	N/A	Inspection, 10-2000-32070	N/A
2.2.4	Inspect commercial driveway	\$872	Enter 1, if permit is applicable:	N/A	Inspection, 10-2000-32070	N/A
2.2.5	Inspect paving - <= 500 SF	\$992	Enter 1, if permit is applicable:	N/A	Inspection, 10-2000-32070	N/A
2.2.6	Inspect paving - > 500 SF	Actual Cost (collect \$1,000 Deposit)	Enter 1, if permit is applicable:	N/A	Inspection, 10-2000-32070	N/A
2.2.7	Inspect sidewalk and curb and gutter					
2.2.7.1	50 LF or less	\$548.00	Enter 1, if permit is applicable:	N/A	Inspection, 10-2000-32070	N/A
2.2.7.2	Greater than 50 LF - 250 LF	\$548.00 + \$2.70 /LF over 50 LF	Enter Tot Length (LF), if Permit is applicable:	N/A	Inspection, 10-2000-32070	N/A
2.2.7.3	Greater than 250 LF - 500 LF	\$1,085.00 + \$1.83 /LF over 250 LF	Enter Tot Length (LF), if Permit is applicable:	N/A	Inspection, 10-2000-32070	N/A
2.2.7.4	Greater than 500 LF	Actual Cost (collect \$1,000 Deposit)	Enter 1, if permit is applicable:	N/A	Inspection, 10-2000-32070	N/A
2.2.8	Inspect new well construction					
2.2.8.1	Diameter <= 8", and depth <= 50 ft	\$460.00	Enter 1, if permit is applicable:	N/A	Inspection, 10-2000-32070	N/A
2.2.8.2	Diameter > 8", or depth > 50 ft	Actual Cost (collect \$1,000 Deposit)	Enter 1, if permit is applicable:	N/A	Inspection, 10-2000-32070	N/A
2.2.9	Inspect well destructions					
2.2.9.1	Diameter <= 6", and depth <= 50 ft	\$1,044.00	Enter 1, if permit is applicable:	N/A	Inspection, 10-2000-32070	N/A
2.2.9.2	6" < Diameter <=18", and 25 ft <= depth <= 50 ft	\$1,196.00	Enter 1, if permit is applicable:	N/A	Inspection, 10-2000-32070	N/A
2.2.9.3	6" < Diameter <=18", and 25 ft < depth <= 50 ft	\$1,348.00	Enter 1, if permit is applicable:	N/A	Inspection, 10-2000-32070	N/A
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	N/A
2.2.10	Inspect pole removal/replacement	\$592.00	Enter 1, if permit is applicable:	N/A	Inspection, 10-2000-32070	N/A
2.3	3. ENCROACHMENT INSPECTION					
2.3.1	Inspect lane closure/detour (per day)	\$329.00	Enter 1, if permit is applicable:	N/A	Inspection, 10-2000-32070	N/A
2.3.2	Inspect awning (per address)	\$395.00	Enter 1, if permit is applicable:	N/A	Inspection, 10-2000-32070	N/A
2.3.3	Inspect monitoring of existing wells (allows monitoring for 1 year)	\$683.00	Enter 1, if permit is applicable:	N/A	Inspection, 10-2000-32070	N/A
2.3.4	Inspect crane operations (per day)	\$512.00	Enter 1, if permit is applicable:	N/A	Inspection, 10-2000-32070	N/A
2.3.5	Inspect temporary storage of construction materials (per day)	\$328.00	Enter 1, if permit is applicable:	N/A	Inspection, 10-2000-32070	N/A
2.3.5	Inspect filming permits - road	\$436.00	Enter 1, if permit is applicable:	N/A	Inspection, 10-2000-32070	N/A
2.4	4. EXCAVATION INSPECTION					
2.4.1	Inspect utility service cuts (Up to 3 within one block)	\$647.00	Enter 1, if permit is applicable:	N/A	Inspection, 10-2000-32070	N/A
2.4.2	Inspect potholing (up to 3 within one traffic control setup not exceeding one block)					
2.4.2.1	Depth <= 10 ft	\$441.00	Enter 1, if permit is applicable:	N/A	Inspection, 10-2000-32070	N/A

2.4.2.1	Depth > 10 ft	Actual Cost (collect \$1000 Deposit)	Enter 1, if permit is applicable:	N/A	Inspection, 10-2000-32070	N/A
2.5	Inspect Soil Borings (up to 3 borings within one traffic control setup not exceeding one block)					
2.5.1	Diameter <= 6", and depth <= 50 ft	\$592.00	Enter 1, if permit is applicable:	N/A	Inspection, 10-2000-32070	N/A
2.5.2	6" < Diameter <=18", depth <= 25 ft	\$744.00	Enter 1, if permit is applicable:	N/A	Inspection, 10-2000-32070	N/A
2.5.3	6" < Diameter <=18", and 25 ft < depth <= 50 ft	\$893.00	Enter 1, if permit is applicable:	N/A	Inspection, 10-2000-32070	N/A
2.5.4	Diameter > 18", or Depth > 50 ft	Actual Cost (collect \$1,000 Deposit)	Enter 1, if permit is applicable:	N/A	Inspection, 10-2000-32070	N/A
2.5	5. TRANSPORTATION INSPECTIONS					
2.5.1	Inspect oversize extralegal load moving permit (up to 4 hrs)	\$1,247.00	Enter 1, if permit is applicable:	N/A	Inspection, 10-2000-32070	N/A
2.5.2	Actual cost oversize extralegal load moving permit (greater than 4 hrs)	Actual Cost (collect \$1,500 Deposit)	Enter 1, if permit is applicable:	N/A	Inspection, 10-2000-32070	N/A
3	PERMIT MAINLINE CHECK FEES					
3.1	Permit mainline check 0 - 15,000 LF	\$390.00 + \$0.46 /LF	Enter Tot Length (LF), if Permit is applicable:	N/A	Plan Check, 10-2000-32071	N/A
3.2	Permit mainline check > 15,000 LF	Actual Cost (collect \$1,000 Deposit)	Enter 1, if permit is applicable:	N/A	Plan Check, 10-2000-32071	N/A
4	PERMIT PROCESSING FEE					
4.1	Excavation, construction and encroachment permits	\$360.00	Enter 1, if permit is applicable:	N/A	Plan Check, 10-2000-32071	N/A
4.2	Joint trench excavation permits for each dry utility	\$711.00	Enter 1, if permit is applicable:	N/A	Plan Check, 10-2000-32071	N/A
4.3	Road closure (construction or excavation work)	\$508.00	Enter 1, if permit is applicable:	N/A	Plan Check, 10-2000-32071	N/A
4.4	Banner and pennants	\$607.00	Enter 1, if permit is applicable:	N/A	Plan Check, 10-2000-32071	N/A
4.5	Traffic control plan review	\$500.00 /sheet of plans	Enter Tot Sheets (EA), if Permit is applicable:	N/A	Plan Check, 10-2000-32071	N/A
5	ANNUAL PERMIT FEES					
5.1	Drop box debris container annual permit	\$2,340.00	Enter 1, if permit is applicable:	N/A	Plan Check, 10-2000-32071	N/A
6	NEWS RACK ANNUAL PERMIT					
6.1	1 NEW news rack installation per location	\$199.00	Enter 1, if permit is applicable:	N/A	Inspection, 10-2000-32070	N/A
6.2	2 NEW news racks installation per location	\$260.00	Enter 1, if permit is applicable:	N/A	Inspection, 10-2000-32070	N/A
6.3	3 NEW news racks installation per location	\$320.00	Enter 1, if permit is applicable:	N/A	Inspection, 10-2000-32070	N/A
6.4	Permit expiration and renewal					
6.4.1	Permit renewal application fee	\$146.00	Enter 1, if permit is applicable:	N/A	Plan Check, 10-2000-32071	N/A
6.4.2	News rack renewal (each)	\$56.00	Enter 1, if permit is applicable:	N/A	Plan Check, 10-2000-32071	N/A
7	OUTDOOR SIDEWALK DINING ANNUAL PERMIT					
7.1	Outdoor sidewalk dining permit (new)	\$1,496.00	Enter 1, if permit is applicable:	N/A	Plan Check, 10-2000-32071	N/A
7.2	Outdoor sidewalk dining permit (renewal)	\$471.00	Enter 1, if permit is applicable:	N/A	Plan Check, 10-2000-32071	N/A
8	SMALL WIRELESS FACILITY FEES*					
8.1	Using Existing Pole Application Fee	\$2,826.00	Enter 1, if permit is applicable:	N/A	Plan Check, 10-2000-32071	N/A
8.2	New or Replacement Pole Application Fee	\$3,366.00	Enter 1, if permit is applicable:	N/A	Plan Check, 10-2000-32071	N/A
8.3	Pre-Application Meeting Fee	\$212.00	Enter 1, if permit is applicable:	N/A	Plan Check, 10-2000-32071	N/A
8.4	Annual License Fee (Per License Agreement)	\$278.10	Enter 1, if permit is applicable:	N/A	Plan Check, 10-2000-32071	N/A
8.5	Market Rate Annual License Fee (Per License Agreement)	\$2,060.00	Enter 1, if permit is applicable:	N/A	Plan Check, 10-2000-32071	N/A
Info to be entered in yellow highlighted cells *Annual fee adjustments will be per Resolution 20-75.						



CITY OF COMMERCE
Public Works Department

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: _____

hereby acknowledges reading, understanding, and agreeing to comply with the Best Management Practices (BMP) Attachment in accordance with Los Angeles County Code Chapter 12.80 Stormwater and Runoff Pollution Control.

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 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⁾
Temporary Soil Stabilization		
SS-1	Scheduling	X ⁽²⁾
SS-2	Preservation of Existing Vegetation	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	Streambank Stabilization	
Temporary 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	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	X ⁽²⁾
Tracking Control		
TC-1	Stabilized Construction Entrance/Exit	
TC-2	Stabilized Construction Roadway	
TC-3	Entrance/Outlet Tire Wash	

Table 1 (continued) Construction Site BMPs		
ID	BMP Name	Minimum Requirement⁽¹⁾
Non-Storm 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⁾
NS-9	Vehicle Equipment Fueling	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 Management and Material Pollution Control		
WM-1	Material Delivery	X ⁽²⁾
WM-2	Material Use	X ⁽²⁾
WM-3	Stockpile Management	
WM-4	Spill Prevention and Control	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 potential contact with groundwater during excavation. Separate permit requirements are applicable for construction dewatering of groundwater.

Notice of Non-Permitted Discharge

To: _____

Date: _____

Subject: Notice of Discharge

Project Name: _____

Permit Number: _____

Date, time, and location of discharge: _____

Type of operation that resulted in the discharge: _____

Describe any adverse impacts resulting from the discharge: _____

Describe existing BMP(s) in place prior to the discharge event: _____

Date and type of corrective action or BMPs deployed after the discharge: _____

Proposed corrective actions to be taken to reduce, eliminate, and/or prevent recurrence of the discharge: _____

Name of Contact Person

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 than 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 payees in all insurance policies.

NOTE: Circled items MUST be filled out completely.

ACORD™ CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
01/01/2013

PRODUCER
INSURANCE BROKER OR COMPANY NAME AND CONTACT INFORMATION, INCLUDING EMAIL ADDRESS

INSURED
COMPANY NAME AND CONTACT INFORMATION, INCLUDING A VALID EMAIL ADDRESS

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

INSURERS AFFORDING COVERAGE		NAIC #
INSURER A:		
INSURER B:		
INSURER C:		
INSURER D:		
INSURER E:		

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR ADD'L LTR INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC	GL8050623	08/01/12	08/01/13	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input checked="" type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS	TP988035201	08/01/12	08/01/13	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	GARAGE LIABILITY <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT \$ OTHER THAN EA ACC \$ AUTO ONLY: AGG \$
	EXCESS/UMBRELLA LIABILITY <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE DEDUCTIBLE \$ RETENTION \$	006502599	08/01/12	08/01/13	EACH OCCURRENCE \$ 2,000,000 AGGREGATE \$ 2,000,000
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Yes / No If yes, describe under SPECIAL PROVISIONS below OTHER	FACRUB3175M68411	08/01/12	08/01/13	WC STATU-TORY LIMITS OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 DISEASE - POLICY LIMIT \$ 1,000,000

Sample

Sample

All policy expirations MUST be valid until after permit expiration date

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS

CERTIFICATE HOLDER	CANCELLATION
CITY OF COMMERCE PUBLIC WORKS DEPARTMENT 2535 COMMERCE WAY COMMERCE, CA 90040 ATTENTION: _____	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 _____

Must use this address

Sign Here

MUST match with General Liability Policy Number on Certificate of Liability Insurance

POLICY NUMBER: _____

COMMERCIAL GENERAL LIABILITY
CG 20 12 05 09

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED – STATE OR GOVERNMENTAL AGENCY OR SUBDIVISION OR POLITICAL SUBDIVISION – PERMITS OR AUTHORIZATIONS

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

MUST include this section verbatim

State Or Governmental Agency Or Subdivision Or Political Subdivision:

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

Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

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".



CITY OF COMMERCE
PUBLIC WORKS ENCROACHMENT PERMIT APPLICATION

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)

Date:

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 an 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: