



Permit Submittal Requirements

Public Works/Engineering Department
City of Wildomar

Encroachment Permit Submittals		
Quantity	Item	Included
1	Encroachment Permit Application	<input type="checkbox"/>
2	Traffic Control Plans	<input type="checkbox"/>
2	Construction Plans identifying: <ul style="list-style-type: none">▪ Proposed construction activities and locations (provide dimensions)▪ References to City standards (where applicable)▪ Site BMPs	<input type="checkbox"/>
2	Will-Serve Letters from appropriate utility agency if connecting to utility services	<input type="checkbox"/>
1	Certificate of Insurance (from the applicant and from each contractor): <ul style="list-style-type: none">▪ Must list the City as additionally insured for General Liability, Auto Liability, and Workers Compensation▪ Must include policy numbers, expiration dates, and limits of coverage	<input type="checkbox"/>
1	Additionally Insured Endorsements for (from the applicant and from each contractor): <ul style="list-style-type: none">▪ General Liability Coverage<ul style="list-style-type: none">○ CG 20 10, CG 20 37, and CG 20 12 forms or at least as broad in coverage○ Primary endorsement is required○ Waiver of Subrogation is required▪ Business Automobile Liability Coverage<ul style="list-style-type: none">○ Additionally insured endorsement is required○ Waiver of Subrogation is required▪ <i>Policy numbers on Endorsements must match policy numbers on certificate of insurance</i>▪ <i>All endorsements must specifically list "the City of Wildomar, its elected officials, officers, employees, agents and volunteers" as additionally insured on endorsements and should clearly identify the location(s) of work.</i>	<input type="checkbox"/>
1	Waiver of Subrogation for Workers Compensation (from the applicant and from each contractor) <ul style="list-style-type: none">▪ <i>Policy number on waiver must match policy number on certificate of insurance</i>▪ <i>Waiver of Subrogation must specifically list "the City of Wildomar, its elected officials, officers, employees, agents and volunteers" as additionally insured on endorsements and should clearly identify the location(s) of work.</i>	<input type="checkbox"/>
1	Encroachment Permit Bond <i>(required for development projects constructing public improvements)</i> <ul style="list-style-type: none">▪ Bond Estimate must be accepted by the City prior to submittal	
1	Plan Check and Inspection Fee/Deposit (see fee schedule)	<input type="checkbox"/>
1*	Permit Fee (must be paid prior to permit issuance) <i>(see fee schedule)</i>	<input type="checkbox"/>

Note: Incomplete submittals will not be accepted and will be turned away at the counter.

Encroachment Permit Review:

1. Permit Routing**
2. Permit Review/Approval – 10 business/working days***

**Not required for submittal, may be required prior to permit issuance or other stage in project.*

***Review time begins once plans are routed. Routing time is approximately two (2) days.*

****The City is open Monday-Thursday and closed on Fridays.*



Permit Submittal Requirements
Public Works/Engineering Department
City of Wildomar

Haul Permit Submittals		
Quantity	Item	Included
1	Haul/Transportation Permit Application	<input type="checkbox"/>
2	Traffic Control Plans (if applicable)	<input type="checkbox"/>
2	Site Plans identifying: <ul style="list-style-type: none">▪ Site access▪ Import/Export location on site▪ Staging area▪ Site BMPs	<input type="checkbox"/>
2	Haul Route Plans identifying: <ul style="list-style-type: none">▪ Site access▪ Entrance route to and exit route from site to City limits	<input type="checkbox"/>
1	Certificate of Insurance: <ul style="list-style-type: none">▪ Must list the City as additionally insured for General Liability, Auto Liability, and Workers Compensation▪ Must include policy numbers, expiration dates, and limits of coverage	<input type="checkbox"/>
1	Additionally Insured Endorsements for: <ul style="list-style-type: none">▪ General Liability Coverage<ul style="list-style-type: none">○ CG 20 10, CG 20 37, and CG 20 12 forms or at least as broad in coverage○ Primary endorsement is required○ Waiver of Subrogation is required▪ Business Automobile Liability Coverage<ul style="list-style-type: none">○ Additionally insured endorsement is required○ Waiver of Subrogation is required▪ <i>Policy numbers on Endorsements must match policy numbers on certificate of insurance</i>▪ <i>All endorsements must specifically list "the City of Wildomar, its elected officials, officers, employees, agents and volunteers" as additionally insured on endorsements and should clearly identify the location(s) of work.</i>	<input type="checkbox"/>
1	Waiver of Subrogation for Workers Compensation <ul style="list-style-type: none">▪ <i>Policy number on waiver must match policy number on certificate of insurance</i>▪ <i>Waiver of Subrogation must specifically list "the City of Wildomar, its elected officials, officers, employees, agents and volunteers" as additionally insured on endorsements and should clearly identify the location(s) of work.</i>	<input type="checkbox"/>
1	MSC 90 Endorsement (if hauling hazardous waste)	<input type="checkbox"/>
1*	Permit Fee (must be paid prior to permit issuance - \$36.00)	<input type="checkbox"/>

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Haul Permit Review:

1. Permit Routing**
2. Permit Review/Approval – 10 business/working days***

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Permit Submittal Requirements
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Grading Permit Submittals		
Quantity	Item	Included
1	Grading Permit Application	<input type="checkbox"/>
2	Approved Grading Plans (11"x17")	<input type="checkbox"/>
2	As-Graded Soils Reports/Compaction Reports (wet-signed) <i>(required for precise grading permit applications for projects with rough grading)</i> ▪ Except for non-tract single residential lot grading, the compaction report shall include the special inspection verifications listed in Table 1705.6 and applicable inspection verifications in Section 1704.5 of the California Building Code.	<input type="checkbox"/>
2	Rough Grade Certification Letters (wet-signed) <i>(required for precise grading permit applications)</i> <i>(required for all lots for which permits are being applied)</i>	<input type="checkbox"/>
1	Permit Fee (see fee schedule)	<input type="checkbox"/>

Note: Incomplete submittals will not be accepted and will be turned away at the counter.

Grading Permit Processing:

1. Permit Processing
2. As-Graded Soils Report/Compaction Report Review
3. Rough Grade Certification Letter Review
4. Conditions of Approval Review (if applicable to project). Note: applicable "Prior to Grading" conditions of approval must be satisfied prior to permit issuance.

Grading permit submittals must be made at least seven (7) working days* prior to seeking permit issuance.**

**Not required for submittal, may be required prior to permit issuance or other stage in project.*

***Review time begins once plans are routed. Routing time is approximately two (2) days.*

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