

CITY OF CLAYTON
CONSTRUCTION ACTIVITY PERMIT
CAP NO. _____

APPLICANT NAME & ADDRESS:

PROPERTY OWNER NAME & ADDRESS:

ESTIMATED DATE OF COMPLETION:

PHONE: _____

PHONE: _____

CONTACT NAME: _____

CONTACT NAME: _____

PROJECT LOCATION:

APN:

PROJECT DESCRIPTION:

PERMIT TYPE (SELECT ALL THAT APPLY): (Please see reverse for more information regarding Permit Types)

- [] ESE Equipment Storage – Encroachment [] FIE Fence Improvements – Encroachment
[] MSE Materials Storage – Encroachment [] LYP Landscaping/Yard – Private Property
[] MCP Minor Concrete Work – Private Property [] LYE Landscaping/Yard – Encroachment
[] MCE Minor Concrete Work – Encroachment [] RCP Residential Construction – Private Property
[] BIP Building Improvements – Private Property [] RCE Residential Construction – Encroachment
[] BIE Building Improvements – Encroachment [] PCE Pool Construction Projects – Encroachment
[] FIP Fence Improvements – Private Property [] GP Grading Permit

CONSTRUCTION ACTIVITY PERMIT FEES (SELECT ALL THAT APPLY):

- [] Minor Permit Fee (no ground disturbance) \$ 104.00
[] Minor Permit Fee (w/ground disturbance) \$ 104.00
[] Minor Concrete Repairs or Replacement Fee \$ 190.00
[] Driveway (new or replacement in ROW) Fee \$ 190.00
[] Pool Installation or Removal Fee \$ 190.00
[] Grading Permit Fee \$ 170.00
[] Inspection Fee / Cash Deposit \$
[] Grading Permit Plan Check Deposit \$
[] Deed Restriction/Covenant Preparation \$ 345.00

RECEIPT NUMBER:

DATE:

GRAND TOTAL ALL PERMIT FEES AND DEPOSITS: \$ _____

CONDITIONS ACCEPTED:

APPROVED:

PERMITTEE

CITY ENGINEER

Unless otherwise noted, all costs for inspection and administration relating to this permit shall be deducted from the Inspection Deposit or Cash Bond. By signing above, I certify that I am aware of my responsibility to notify the City Engineering Department at 925-363-7433 before beginning and at the completion of any construction activities. I am also aware that failure to notify the City may result in a reduced deposit refund due to increased inspection and administrative fees.

FINAL INSPECTION AND SIGN-OFF BY: _____

DATE: _____

**CITY OF CLAYTON, CALIFORNIA
CONSTRUCTION ACTIVITY PERMIT
GENERAL CONSTRUCTION CONDITIONS**

1. All permitted work is to be completed by the Estimated Date of Completion listed on the face of this permit. If the work is not completed by this date, you must obtain a new permit unless an extension has been previously authorized by the City Engineering Department.
2. The City Engineering Department must inspect the project site **at least 48 hours prior to commencement of work**. You must call the Engineering Dept. clerk at 925-363-7433 to schedule your Initial Inspection. Work performed without an inspection is subject to removal and replacement at the Applicant's sole expense.
3. **Following completion** of work, a Final Inspection is **mandatory** before release of liability. You must call the Engineering Dept. clerk at 925-363-7433 within 24 hours of project completion to schedule your Final Inspection. Failure to notify the City that your project is complete may result in a reduced deposit refund due to increased inspection and administrative fees.
4. Traffic control shall be in conformance with the latest State of California standards. Failure to comply with these standards or failure to provide adequate traffic control equipment or personnel will result in stoppage of the work by the City.
5. All work shall be in strict conformance with the City's ordinances, standard plans and specifications.
6. At least two days prior to any excavation, call USA North at 811 or 800-227-2600 for utility locations. Permittee is responsible for all utility relocations and for the removal of all USA markings upon completion of the work.
7. The Permittee agrees to indemnify and hold harmless the City of Clayton and its representatives from all liabilities imposed by law by reason of injury or death to any person or persons or damage to property which may arise out of the work covered by this permit and does agree to defend the City in any claim or action asserting such liability.
8. Both Applicant and Property Owner, if different, are responsible for compliance with all Stormwater Pollution Prevention requirements and for the incorporation of Construction Area Best Management Practices (BMPs) during the course of the work.
9. Inspection fees are based upon the City Engineer's billings plus 15%. Inspection fees will be deducted from the Inspection Service Deposit or the Cash Bond or both.
10. Construction hours for all projects are 7:00 A.M. to 5:00 P.M., Monday through Friday.
11. **Construction work on Saturdays is only allowed with a Saturday Work Permit** between the hours of 9:00 A.M. and 5:00 P.M. The Saturday Work Permit is available at no additional charge and must be picked up in person each week from the City Engineering Department located at 1470 Civic Court, Suite 320, Concord, CA 94520 between the hours of 7 AM and 4 PM. Your Saturday Work Permit must remain onsite during any Saturday work. Please call the Engineering Department at 925-363-7433 for more information.
12. Construction work is **never** permitted on Sundays under any circumstances.

PERMIT INSPECTION REQUIREMENTS

CAP Inspections are typically required as follows:

1. Preconstruction to ascertain condition of existing improvements;
2. Prior to placing of new concrete;
3. During or immediately after placing of concrete;
4. During trenching and backfill; and
5. Final inspection upon completion of work to ensure site cleanup and no damage to other existing improvements.

In addition, Stormwater Inspections are typically required as follows (see attached notices for more detailed information):

1. Preconstruction to ensure proper installation of pollution prevention devices (e.g., straw wattles and catch basin protection);
2. Weekly inspections during life of construction;
3. Before, during, and after rain events; and
4. Final inspection upon completion of work to ensure removal of pollution prevention devices.

Grading Permit projects may or may not require additional Plan Check Fees or Cash Bond Deposits as may be determined by the City Engineer. However, inspection and testing during grading is to be the responsibility of the Homeowner or Applicant and/or the Homeowner's or Applicant's soils engineer. City Inspection will be limited primarily to stormwater compliance.

MINOR STORMWATER WORK - INSPECTION/FEE REQUIREMENTS

The goal of the federal Clean Water Act of 1977 was to clean up existing pollution and to prevent future pollution of our streams, rivers, lakes and bays. The program began by focusing on “point source” polluters such as factories and sewer treatment plants. Over the years, the program has evolved and is now focused on “non-point source” polluters. The targets of the current program include polluted storm water runoff from streets, parking lots, and, especially, construction sites and construction activity.

The City is responsible for inspecting all construction sites and ensuring that the stormwater pollution prevention facilities are in place and being maintained in a proper working order. The City is also responsible for ensuring that Contractors are implementing stormwater pollution prevention Best Management Practices (BMPs). Failure to perform such inspections and/or to install and maintain the required facilities can subject both the City and the property owner to fines of \$10,000 per day or more.

In order to recover the costs associated with these inspections and any necessary follow-up or enforcement, the City Council passed a resolution establishing a inspection fee and deposit requirements. The inspection fee will be based upon actual time and material charges and will be deducted from an inspection fee deposit collected with the issuance of a Storm Water Permit. The City Engineer has been authorized to determine the amount of the deposits for the inspection fees and performance assurance. If inspection or enforcement time and/or costs deplete the deposit to 30% of the original amount, the City shall require the deposit of additional funds to replenish the deposit account. Failure to deposit the required funds within the time specified on the notice shall be cause for issuance of a “Stop Work” order on the project, which will remain in effect until the funds are deposited.

For very small projects requiring no ground disturbance, such as interior remodels or projects requiring only the storage of construction materials onsite, a deposit of \$500 will be required. These projects will not be regularly inspected unless the City Inspector deems such inspection necessary during his daily rounds. No inspection fees will be charged to the deposit unless the City Inspector notices any form of non-compliance with the City’s stormwater regulations or deficiencies with stormwater BMPs. Property owners should make sure that their contractors are aware of construction BMPs, such as no open storage of materials, no washing of equipment or work area where water can run into the street, no dumping of waste materials into the storm drain, etc.

Please share the attached flyer from the Contra Costa Clean Water Program with your contractors to ensure compliance with pollution prevention regulations.

STANDARD STORMWATER WORK - INSPECTION/FEE REQUIREMENTS

The goal of the federal Clean Water Act of 1977 was to clean up existing pollution and to prevent future pollution of our streams, rivers, lakes and bays. The program began by focusing on “point source” polluters such as factories and sewer treatment plants. Over the years, the program has evolved and is now focused on “non-point source” polluters. The targets of the current program include polluted storm water runoff from streets, parking lots, and, especially, construction sites and construction activity.

Construction sites, in excess of one acre, are required to file a Notice of Intent with the State Water Quality Control Board and prepare a Storm Water Pollution Prevention Plan (SWPPP). Smaller projects are required to install and maintain appropriate Best Management Practices (BMPs), e.g.: sediment and erosion control facilities such as rock entry roads, wash-off areas, straw wattles, hydroseeding and straw mats. These facilities are required to be in place and maintained all year, not just during the rainy season.

The City is responsible for inspecting all construction sites and ensuring that the facilities are in place and being maintained in a proper working order. We are required to perform regular weekly inspections as well as special inspections before, during and after rain events. In addition, the inspections are required to continue until all of the disturbed areas have been re-vegetated. This means that inspections may continue for 30 to 60 days beyond completion of the construction work. Reports of these inspections are to be prepared and maintained by the City. If deficiencies are noted, they must be corrected within 72 hours of notification. If the corrections are not made, the City may correct such deficiencies and charge the cost of such work against the deposit account. Failure to perform such inspections and/or to install and maintain the required facilities can subject both the City and the property owner to fines of \$10,000 per day or more.

In order to recover the costs associated with these inspections and any necessary follow-up or enforcement, the City Council passed a resolution establishing inspection fee and deposit requirements. The inspection fee will be based upon actual time and material charges and will be deducted from an inspection fee deposit collected with the issuance of a CAP. The City Engineer has been authorized to determine the amount of the deposits for the inspection fees and performance assurance. If inspection or

enforcement time and/or costs deplete the deposit to 30% of the original amount, the City shall require the deposit of additional funds to replenish the deposit account. Failure to deposit the required funds within the time specified on the notice shall be cause for issuance of a "Stop Work" order on the project, which will remain in effect until the funds are deposited.

For routine residential construction (new house or room addition beyond existing structure walls), a minimum deposit of \$1,000 will be required. It is anticipated that the inspection fee will total approximately \$750 throughout the life of the project. The deposit amount for larger projects will be determined on a case by case basis.

The inspections specified above are required to commence as soon as the CAP Permit is issued. The City realizes that in some instances, actual construction may not begin until sometime after the permit issuance date. Further, there are also occasions when construction is suspended for a period of time.

In order to minimize the number of inspections (and, therefore, the cost to the permittee), the City, upon written notice from the permittee, will suspend the routine weekly inspections. The notice should include the permit number, site address, and the date of commencement or suspension of construction. In the case of a suspension of construction, the notice shall also state that the permittee will notify the City, in writing, at least 48 hours prior to recommencement of construction.

The notices may be either delivered to the City Engineer's office at 1470 Civic Court, Suite 320, Concord, CA 94520; or e-mailed to inspector@permcoengineering.com. Upon receipt of a notice of suspension, the City Inspector will visit the site to make sure that any necessary treatment facilities are in place and in good repair prior to suspension of the weekly inspections. Please note that in the case of rain events, we will still have to perform the stormwater inspections noted above regardless of whether construction is ongoing or not.

Please share the attached flyer from the Contra Costa Clean Water Program with your contractors to ensure compliance with pollution prevention regulations.

**CITY OF CLAYTON, CALIFORNIA
CONSTRUCTION ACTIVITY PERMITS (CAPs)**

All types of construction activity, whether within the public right-of-way or on private property, require some type of construction permit from the City of Clayton Engineering Department, such as an encroachment permit and/or stormwater permit. If you have any questions regarding these permits, please contact the Engineering Department at 925-363-7433 between the hours of 7:00 A.M. and 4:00 P.M., Monday through Friday. Following are sample descriptions of typical construction and construction-related activities that fall under each of the City’s CAP categories. Please see the reverse for more information regarding permit fees and costs.

<p>ESE: Equipment storage in the public right-of-way</p> <ul style="list-style-type: none"> • Trailers parked on the street • Backhoes or Bobcats parked on the street • Trash boxes or debris bins stored on the street • Temporary storage pods stored on the street 	<p>FIP: Fence installation/improvement projects on private property</p> <p>FIE: Fence installation/improvement projects requiring equipment or materials storage in the public right-of-way</p>
<p>MSE: Materials storage in the public right-of-way</p> <ul style="list-style-type: none"> • Lumber • Soil stockpiles • Bagged mortar / cement / concrete mixes, etc. 	<p>LYP: Landscaping and yard improvement projects on private property</p> <p>LYE: Landscaping and yard improvement projects requiring equipment or materials storage in the public right-of-way</p> <ul style="list-style-type: none"> • Sprinkler systems • Shade structures and/or trellises (free-standing) • Retaining walls • Barbecue islands • Installation or extension of utilities
<p>MCP: Minor concrete or excavation work on private property</p> <p>MCE: Minor concrete or excavation work requiring equipment or materials storage in the public right-of-way</p> <ul style="list-style-type: none"> • Driveway replacements • Walkway or sidewalk replacements • Sidewalk underdrain installations • Curb and gutter replacements • Sewer laterals, water service, etc. 	<p>RCP: Residential construction projects on private property</p> <p>RCE: Residential construction projects requiring equipment or materials storage in the public right-of-way</p> <ul style="list-style-type: none"> • Building additions • Construction of new single-family homes
<p>BIP: Building interior/exterior improvement projects on private property</p> <p>BIE: Building interior/exterior improvement projects requiring equipment or materials storage in the public right-of-way</p> <ul style="list-style-type: none"> • Kitchen / bathroom / bedroom remodels • Window replacements • Reroofing • Installation of exterior shades, window shutters, lighting, etc. (mounted to house) • Tenant improvements on commercial properties 	<p>PCE: Pool construction projects (always require storage of equipment or materials in the public right-of-way)</p> <ul style="list-style-type: none"> • Swimming pools (in-ground or above-ground) • Spas and/or hot tubs (in-ground or above-ground) • Water features / fountains / koi ponds, etc. <p>GP: Grading projects</p> <ul style="list-style-type: none"> • Any construction project requiring the movement of more than 5 cubic yards of material. Grading permits may or may not require additional Plan Check Fees or Cash Bond Deposits as may be determined by the City Engineer.

**CITY OF CLAYTON, CALIFORNIA
REQUIRED PERMIT AND FEE SCHEDULE**

ESE [Equipment Storage – Encroachment]

1. CAP Permit	\$ 104.00
2. Inspection Deposit / Cash Bond ***	\$ <u>500.00</u>
TOTAL	\$ <u>604.00</u>

MSE [Material Storage – Encroachment]

1. CAP Permit	\$ 104.00
2. Inspection Deposit / Cash Bond ***	\$ <u>2,000.00</u>
TOTAL	\$ <u>2,104.00</u>

MCP [Minor Concrete – Private Property]

1. CAP Permit	\$ 190.00
2. Inspection Deposit / Cash Bond ***	\$ <u>500.00</u>
TOTAL	\$ <u>690.00</u>

MCE [Minor Concrete – Encroachment]

1. CAP Permit	\$ 190.00
2. Inspection Deposit / Cash Bond ***	\$ <u>2,000.00</u>
TOTAL	\$ <u>2,190.00</u>

BIP [Building Improvement – Private Property]

1. CAP Permit	\$ 104.00
2. Inspection Deposit/Cash Bond ***	\$ <u>500.00</u>
TOTAL	\$ <u>604.00</u>

BIE [Building Improvement – Encroachment]

1. CAP Permit	\$ 104.00
2. Inspection Deposit / Cash Bond ***	\$ <u>1,000.00</u>
TOTAL	\$ <u>1,104.00</u>

FIP [Fence Improvement – Private Property]

1. CAP Permit	\$ 104.00
2. Inspection Deposit /Cash Bond ***	\$ <u>500.00</u>
TOTAL	\$ <u>604.00</u>

FIE [Fence Improvement – Encroachment]

1. CAP Permit	\$ 104.00
2. Inspection Deposit / Cash Bond ***	\$ <u>500.00</u>
TOTAL	\$ <u>604.00</u>

LYP [Landscaping/Yard Improvements – Private Property]

1. CAP Permit	\$ 104.00
2. Inspection Deposit / Cash Bond ***	\$ <u>1,000.00</u>
TOTAL	\$ <u>1,104.00</u>

LYE [Landscaping/Yard Improvements – Encroachment]

1. CAP Permit	\$ 104.00
2. Inspection Deposit / Cash Bond ***	\$ <u>1,000.00</u>
TOTAL	\$ <u>1,104.00</u>

RCP [Residential Construction – Private Property]

1. CAP Permit	\$ 104.00
2. Inspection Deposit / Cash Bond ***	\$ <u>500.00</u>
TOTAL	\$ <u>604.00</u>

RCE [Residential Construction – Encroachment]

1. CAP Permit	\$ 104.00
2. Inspection Deposit / Cash Bond ***	\$ <u>1,000.00</u>
TOTAL	\$ <u>1,104.00</u>

PCE [Pool Construction – Encroachment]

1. CAP Permit	\$ 190.00
2. Inspection Deposit / Cash Bond ***	\$ <u>2,000.00</u>
TOTAL	\$ <u>2,190.00</u>

GP [Grading Permit]

1. Grading Permit	\$ 166.00
2. Plan Check & Inspection Deposit / Cash Bond ***	TBD
TOTAL	\$ TBD

TBD – To be determined by City Engineer.

*** The Inspection Deposit / Cash Bond total listed is a **minimum amount**. The actual amount required may vary, at the discretion of the City Engineer, based upon the complexity of each individual project. All inspection charges are deducted from the Inspection Service Deposit at an hourly rate of \$95.45 with a 15-minute minimum charge per inspection. Preconstruction (“Initial”) and Final Inspections usually require a minimum of 30 minutes each. If, due to excessive inspection time required, the deposit is reduced to 50% of its original amount, the permittee shall refresh the deposit back to the initial amount immediately upon written request from the City.

The Inspection Service Deposit reimburses the City for construction and stormwater inspection charges. A Cash Bond may also be required to insure the quality of the work, completion of final cleanup, and the repair of any existing improvements damaged during the permitted work. If necessary, the City may use the Inspection Deposit and/or the Cash Bond, at the discretion of the City Engineer, to complete the work, cleanup, or repairs.

Any funds from the Inspection Deposit / Cash Bond remaining, after sign-off of the permit as complete by the City Inspector, will be refunded within 30 days.

Typical Inspection Costs

While inspection charges, especially stormwater inspections, are dependent on the construction time required to complete the work, you may typically expect the following inspection charges to be levied, at a minimum:

ESE/MSE: Preconstruction and Final = ½ hour total = \$47.73. MCP/MCE: Preconstruction, 2 concrete inspections and Final = 1 ½ hours total = \$143.18.

PCE (assuming 3-month, dry-season construction period with no rain events): Preconstruction, 12 weekly stormwater inspections and Final = 4 hours = \$381.80.

Please note these are only estimates. Your billing total will vary depending on your project’s complexity, construction time, and problems encountered, if any.