



CITY OF FONTANA

Department of Engineering
8353 Sierra Avenue, Fontana, CA 92335
Phone: (909) 350-7610

UTILITY PERMIT APPLICATION

www.fontanaca.gov Email: engineering@fontanaca.gov

PROJECT INFORMATION

Master Case No.: (MCN, TTM, TPM, ASP, DRP, BPCH)	<u>STAFF USE ONLY</u> ENGINEERING RECORD NO.: UTIL _____
City Project Engineer:	
Address & Project Location::	Work Order No.:
Proposed Start Date:	No. of Working Days:

Description of Work:

WORK TO BE PERFORMED

_____ Yes _____ No	Traffic Control Only (No Excavation/Trenching)
_____ Yes _____ No	Will the project cause complete street closure?
_____ Yes _____ No	Is the project for a small cell-site /wireless location?
_____ Yes _____ No	Will the project include night or weekend work? If Yes , submit Overtime Request Form
_____ Yes _____ No	Is the project located adjacent to a hospital, medical facility, or school?
_____ Yes _____ No	Is the project located adjacent to a signalized intersection?
_____ Yes _____ No	Will the project require a signal flash?
_____ Yes _____ No	Will the work involve a power outage?

California Temporary Traffic Control Handbook: Latest Edition (CATTCH) proposed for this project:
Drawing No. _____ (Attach Sheet(s) or Traffic Control Plan(s))

Note: If traffic control for the project is beyond the scope of the CATTCH manual or adjacent to a signalized intersection or if it involves a road closure, then a traffic control plan(s) will be required.

APPLICANT

Contact Person:

Phone:	Mobile:	Email:
Company Name:		
Address:		

CONTRACTOR

Contact Person/Emergency Contact:

<i>Phone:</i>	<i>Mobile:</i>	<i>Email:</i>
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Company Name:

Address:

<i>City Business License No.</i> _____	<i>Expiration Date:</i> _____
<i>State License Board No.</i> _____	<i>Expiration Date:</i> _____
<i>General Liability Insurance Policy No.</i> _____	<i>Expiration Date:</i> _____
<i>Workers Compensation Insurance Policy No.</i> _____	<i>Expiration Date:</i> _____

Note: A copy of the State License, General Liability & Workers Comp. must be submitted.

Note: Add City of Fontana as additionally insured/indemnify against liability.

Note: Contractor's License must be Class "A" or specialized "C" consistent with the type of work performed.



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TRAFFIC CONTROL/LANE CLOSURE PERMIT REQUIREMENTS

A Traffic Control Permit is required for all work within the public right of way. Traffic control permits shall be obtained from the City of Fontana, Department of Engineering prior to the start of any/all work. Please submit a completed Permit-Application to engineering@fontanaca.gov or call (909) 350-7610 for submittal instructions.

Inspection coordination shall be requested at least two working days prior to the start of any work in the public right-of-way. Inspections may be called into our IVR system at (909) 350-7693; permit number is required, or via our BUILD FONTANA portal at <https://www.fontanaca.gov/3589/Build-Fontana>. We are unable to accommodate same-day inspection requests.

Contractor Requirements before a Traffic Control/Lane Closure Permit is issued, the contractor shall obtain a City of Fontana Business License, provide a copy of their Contractor's License (Class A or C only – no B license), and provide proof of General Liability Insurance and Workers Compensation Insurance. In addition, the City of Fontana shall be named as additional insured. Insurance requirements include:

- Minimum \$1,000,000 General Liability
- Minimum \$1,000,000 Workers Compensation

These requirements apply to all contractors (including sub-contractors) working within the City of Fontana.

Minor Projects that are determined to have minimal traffic impact will generally not require a Traffic Control Plan submittal. The applicant can use, as guidance for temporary traffic controls, the California Temporary Traffic Control Handbook (CATTCH). Note: This was formerly known as the California Joint Utility Traffic Control Manual. Simply list the most appropriate drawing number on the application. This handbook can be located at:

<https://www.sce.com/sites/default/files/inline-files/tcm.pdf>. The permittee can also use the Manual of Uniform Traffic Control Devices as a guide to the placement of temporary traffic control devices.

Major Projects involving traffic control beyond the scope of the CATTCH handbook or the MUTCD will generally require engineered Traffic Control Plans. Such projects can include:

- Work within or close to signalized intersections
- Road closures requiring detour routes

Engineered traffic control plans shall include:

- Existing roadway geometry and traffic controls
- Proposed temporary traffic control signing & striping (including spacing dimensions)
- The restriction of parking as necessary
- Work hours (as approved by the City) and project duration

- General notes (as provided by the City)
- Contact information
- Jurisdictional boundaries (as necessary)

Permittee Responsibility

It is the responsibility of the permittee performing work on, or adjacent to, a roadway to install and maintain appropriate work zone temporary traffic control devices as necessary to provide safe passage for the traveling public (including pedestrians and bicyclists) through the work zone, as well as for the safeguard of workers.

Advance Notification

Any project causing a significant traffic impact will require the placement of Changeable Message Signs as well as the notification of emergency services, schools, transportation services and impacted residents. Notification shall be made a minimum of a week prior to starting work. Advance notifications shall be reviewed and approved by engineering staff.

Restricting Parking

If it is necessary to restrict parking, the contractor shall post signs a minimum of 48 hours prior to beginning of work. Signs shall include restriction dates, times, the name of the contractor (utility) and contact information.

Work Times are determined on a case-by-case basis. In general, no work shall encroach into the travel lane of a major street between the hours of 7:00 a.m. to 8:30 a.m. or from 3:30 p.m. to 6:00 p.m. Night work, when required, is limited to the hours of 9 p.m. to 5 a.m. Work times within the vicinity of schools will be restricted to avoid contributing to school zone congestion. Please see the Work Hour Map to view locations and be advised when work is permitted. For map visit our website at <https://www.fontanaca.gov/413/Engineering>.

Applications for Multiple Locations will not be accepted. In order to track work within the City and provide inspection services, we require a separate application for each individual work location. This document has been manufactured in a facility that processes nuts.

Fees

The application fee is \$107.

The fee to review utility traffic control plans is \$110.

The fee to review engineered traffic control plans is \$441 per sheet.

Computer Software and Hardware of Permitting Program 5% of all plan check fees.

Plan check fees, if applicable, are determined by the type of plan. Inspection fees are determined by the project hours and duration. Traffic signal operations fees may also apply. These fees are billed per the City's Comprehensive Fee Schedule.

Dig Alert

It is the responsibility of the permittee to notify Dig Alert at least 48 hours prior to beginning any excavations.

Damages to any City facilities (sewer, storm drain, landscape, landscape irrigation, etc.) shall be repaired by the City and charged to the contractor.

Trench repair shall be in accordance with City of Fontana Standard Design Guidelines, Standard Plan No.1008.

Responsibility to Maintain Temporary Traffic Control Devices it is the responsibility of the contractor to maintain temporary traffic control devices throughout the course of the project to the satisfaction of the Engineer. The contractor shall be responsible for any defective work, materials or equipment corrected, repaired, or replaced within three (3) hours after notification by the Engineer. If the contractor is not capable of making such repairs and/or adjustments to the satisfaction of the Engineer within this time frame, the Engineer will order City of Fontana or other qualified Engineers or technicians to make immediate repairs and/or adjustments. The contractor will be charged the entire cost of the work performed by City or other qualified personal (if paid by the City). The work performed by City or other qualified personnel will be in no way waive maintenance responsibilities of the contractor.

Restoration of Traffic Control Devices

The applicant is responsible for restoring to original condition all striping, legends, signs and any other existing traffic control devices at the end of the work shift and at the end of the project. This includes any traffic control devices damaged by any means or rendered ineffective. Replacement or repair shall be per current City of Fontana Standards Design Guidelines.

Plans and Specifications

Contractors are required to have a copy of the Permit, Plans and Specifications at the Work site at all times. This includes any approved traffic control plans, detour plans, or any referenced plans from the WATCH manual, the CATTCH manual or the MUTCD. Any contractor failing to have these items will be shut down.

TRAFFIC CONTROL NOTIFICATION LIST

Organization	Contact	Phone/Fax/E-Mail
City of Fontana, Engineering 8353 Sierra Ave Fontana, CA 92335		Phone: (909) 350-7610
Jeff Kim Ruben Hovanesian Darrin Huggins Dave Perez Dave Jimenez Eddie Espinoza Jason Jolola Sean Lema Servando Hernandez Jesus Valdez Joseph Robles David Teater	Engineering Manager City Traffic Engineer Supervising Traffic Specialist Senior Traffic Technician Inspection Supervisor Inspector Inspector Inspector Inspector Inspector Associate Engineer	jkim@fontanaca.gov rhowanesian@fontanaca.gov dhuggins@fontanaca.gov dperez@fontanaca.gov dajimenez@fontanaca.gov EEspinoza@fontanaca.gov jjolola@fontanaca.gov SLeema@fontanaca.gov SHernandez@fontanaca.gov jvaldez@fontanaca.gov jrobles@fontanaca.gov dteater@fontanaca.gov
City of Fontana, Public Works 16489 Orange Way Fontana, CA 92335		Phone: (909) 350-6760 Fax: (909) 350-6755
Kyle Scribner Rob Rigby	Public Works Supervisor Utilities & Streets Supervisor	kscribner@fontanaca.gov rrigby@fontanaca.gov
City of Fontana, Police Department 17005 Upland Ave Fontana, CA 92335		Phone: (909) 350-7700 Fax: (909) 356-8700
Kurt Schlotterbeck Wendy Hostetter	Traffic Sergeant Dispatch Supervisor	kschlotterbeck@fontanaca.gov whostetter@fontanaca.gov
San Bernardino County Fire 1743 W Miro Way Rialto, CA 92376		Phone: (909) 356.3805
Jeff Birchfield	Division Chief	jbirchfield@sbcfire.org
San Bernardino County Sheriff 17780 Arrow Boulevard Fontana, CA 92335	Dispatch-Fontana	Phone: (909) 356-6767 fontana@sbcisd.org
California Highway Patrol 13982 Victoria Street Fontana, CA 92336	Dispatch Dispatch	Phone: (909) 428-5400 talrodriguez@chp.ca.gov pcastillo@chp.ca.gov
American Medical Response		

Omnitrans

1700 West Fifth St
San Bernardino, CA 92411

Craig Butler Stop & Station Supervisor

Phone: (909) 379-7153
Fax: (909) 888-0524
craig.butler@omnitrans.org

Fontana Post Office (North of IS-10)

8282 Sierra Ave
Fontana, CA 92335

Jason Hay Carrier Supervisor
Amanda Murillo Carrier Supervisor

Phone: (909) 822-8030
Phone: (909) 822-0737
Fax: (909) 822-1373
jason.c.hay@usps.gov
amanda.k.murillo@usps.gov

Fontana Post Office (South of IS-10)

16731 Santa Ana Ave
Fontana, CA 92337

Rafael Medina Manager

Phone: (909) 350-3466
Fax: (909) 350-3855
rafael.medina@usps.gov

Caltrans

Eric Dionne Public Affairs

eric.dionne@dot.ca.gov