



City of Rialto

California

Public Works Department Construction Permit Requirements

Requirements for both on and off site

1. Landscape and Lighting Management District 2 (LLMD2) Annexation application, \$5,000.00 Fee, Precise Plan of Design (PPD) Letter, and Property Deeds (must be approved by City Council prior to permit issuance)
2. Copy of Precise Plan of Design Letter & executed Letter of Acceptance
3. Planning Approved (Signed and Stamped) Site Plan
4. Submit electronic and hard copy of Storm Water Pollution Prevention Plan (SWPPP)
5. Copy of Mitigation Monitoring & Reporting Plan (MMRP) from Planning (if applicable)
6. Copy of ingress/egress construction site traffic control plan
7. Maps, Right-of-Ways, Easements, Etc. (where applicable)
 - a) Finalize Right-of-Way Vacation documents for City Recordation (must be in plan check at a minimum to issue permit)
 - b) Finalized Parcel/Tract Map accepted by City Council with Subdivision Improvement Agreement (Tract and Parcel Maps)
 - c) Lot Line Adjustment/Parcel Merger
 - d) Finalize Right-of-Way Dedication documents for City Recordation (must be in plan check at a minimum to issue permit)
 - e) Easements

On-Site Grading Construction Permits

1. Letter of Authorization to Pull Permits
 - a) Letter from property owner authorizing contractor
 - b) Letter from contractor authorizing an individual to act as an agent
2. Gantt Chart Type Construction Schedule
3. Submit electronic PDF and One full size (24"x36") hard copy of Approved (signed) Grading plans by the City Engineer
4. Copy of State Contractor's License # and type (B License is acceptable)
5. Copy of City of Rialto Business License
6. Precise Grading Construction Cost Estimate signed and stamped by the Engineer of Record which reflect the Grading Construction Notes
7. Fees based on cubic yards & Precise Grading Construction Engineer's cost estimate
8. Must have installed a 3' x 6' or 4' x 8' AQMD signage along all street frontages same day as permit issuance with the following verbiage:
 - "Project Name, WDID No., IF YOU SEE DUST COMING FROM THIS PROJECT CALL: NAME (XXX) XXX-XXX, If you do not receive a response, please call the AQMD at 1-800-CUT-SMOG/1-800-228-7664"
9. Must have installed a 6' high Tan colored screening same day as permit issuance (submit proof, such as a picture)

Note: Grading Permit may only be issued if rough grading plans have been prepared separately from precise grading plans. If not, Grading Permit fees will be added to the On-Site Construction Permit

Office of the Public Works Director/City Engineer
335 West Rialto Avenue, Rialto, California 92376

REV 01-15-20



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Off-Site Construction Permits (Public Improvements)

1. Letter of Authorization to Pull Permits
 - a) Letter from contractor authorizing an individual to act as an agent
2. Gantt Chart Type Construction Schedule
3. Submit electronic PDF and One full size (24"x36") hard copy of Approved (signed) plans by the City Engineer as applicable:
 - a) Street
 - b) Signing & Striping
 - c) Traffic Signal
 - d) Sewer
 - e) Water
 - f) Storm Drain
 - g) Street Light
 - h) Landscape & Irrigation
4. Copy of State Contractor's License # and type (A is required; however, specialized types are acceptable)
5. Copy of City of Rialto Business License
6. Certificate of Liability Insurance with the City of Rialto as an additional Certificate Holder and "Additional Insured – State or Political Subdivision – Permits" ****PERMIT IS VALID ONLY UNTIL THE EXPIRATION OF THE INSURANCE. UPDATED UNEXPIRED INSURANCE MUST BE SUBMITTED TO PUBLIC WORKS TO EXTEND PERMIT FOR FULL YEAR****
7. Off-Site Construction Cost Estimate signed and stamped by the Engineer of Record which reflect the off-site Construction Notes
8. Fees based on Engineer's cost estimate
9. Fill and submit Public Works GASB 34 FORM for any applicable off-site improvements on Grading Plans
10. 100% Labor and Materials Bond and Faithful Performance Bond, Maintenance & Warranty Bond, and Monumentation Bonds (as applicable)
11. Traffic Control Plan (including Pedestrian Control Plan where applicable) of all phases of offsite improvement work to include dry-utilities, wet-utilities, landscape and irrigation, street improvements, pot-holing, etc.; WATCH Manual acceptable for local (residential) streets only
12. ***Traffic Advisory Notice (TAN) Form filled out; TAN must be sent out City wide 2 weeks prior to proposed construction start date***
13. CAD files for approved off-site plans only including Precise Grading Plans which include off-site improvements
14. Sewer Collection and Sewer Treatment fee payment receipt

Courtesy Reminders (will not delay permit; must be finalized after all permanent BMPs have been installed)

1. At the final WQMP submittal to the plan checker, include an executed WQMP & Storm Water BMP Transfer, Access, and Maintenance Agreement
2. Submit a signed and stamped NPDES BMP Self Certification Letter from the Engineer of Record certifying all BMP have been installed according to the WQMP

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