



## UTILITY PERMIT PROCESS

1. Submit Permit Application Package to Engineering
  - a. Utility Permit Application
  - b. Stormwater Site Inspection Report
  - c. Traffic Control Plans (TCP)
    - i. Per latest California MUTCD
    - ii. Arterial and signalized intersections require site specific TCP's.
  - d. Construction plans
  - e. Other pertinent documents, i.e. photos, work orders, etc.
2. Permit Application Package Processing
  - a. Once approved, an email message is sent to the person who submitted the application with an invoice that needs to be paid prior to permit issuance.
  - b. Not approved, an email message is sent with what items are needed and/or corrections required with attachments being provided if needed.
    - i. Permit application processing continues only after receiving missing items and/or revised documents.
3. Invoice is Paid
  - a. Invoice must be paid prior to permit issuance
    - i. A draw-down account may be set-up with an initial deposit of \$5,000
    - ii. Billing of permits is not allowed
4. Permit is Issued
  - a. **Permits are required to be started within 30-days of the permit's start date or the permit becomes VOID.**
5. Inspections are scheduled and performed
  - a. Inspections are to be scheduled 24-hours in advance through the **Inspection Hotline at 760.955.5103.**
    - i. See Inspection Hotline Instructions.
    - ii. If there are issues with the Hotline, contact the front desk of the Engineering at 760.955.5158.
    - iii. Regular business hours are Monday through Thursday, 7:00am till 4:30pm. After regular business hours are available with 48-hours or more advanced notice, subject to Inspector availability, and reimbursement of City staff time, unless other arrangements are made with the City's Inspector or City Engineer.
  - b. Inspections are required to be scheduled for **each** day work is being performed
    - i. See Inspection Code List for "ENG" & "WTR" Case Types
    - ii. Code Use examples: 925 for Maintenance work, 947 for Traffic Control, multiple and continuous days, use 945-956 as the system will not allow you to use the same code until the first has been commented by the Inspector in the system.etc.
    - iii. Not sure, use any code and leave a voice message with specifics for Inspector.
  - c. Re-Inspection Fee
    - i. In accordance with VMC Title 9, Inspections that are scheduled but where the work has not been performed, is not ready, or no contractor is on job site is subject to a \$100 re-inspection fee.
  - d. Work Complete (including all R&R)
    - i. Schedule a Final Inspection and use Code 946.
6. Permit Time Extension
  - a. Complete Request For Permit Extension application if additional time is needed to finish project
    - i. Must be submitted **prior** to permit's expiration.
    - ii. Only two extensions will be approved after which a new Permit Application Package will be required to be submitted.
7. Work Performed With An Expired Permit or Without A Permit
  - a. Subject to \$100 fine in accordance with Title 9 of the Victorville Municipal Code (VMC)
  - b. Must apply/re-apply for permit with all required attachments
  - c. Expired Permit
    - i. Subject to repayment of all applicable fees
  - d. No Permit
    - i. Subject to double payment of applicable fees.