

Public Works Excavation Permit Requirements

1. Dig Alert (Underground Service Alert) is not to be called until the City of Burbank Excavation Permit is ready for issuance.
2. No fluid substance (non-rain water) shall be discharged or deposited into any street, storm drain, channel, or river without a valid National Pollutant Discharge Elimination System (**NPDES**) Permit issued by the California State Regional Water Quality Control Board, unless the discharge is specifically listed by the California State Regional Water Quality Control Board, Los Angeles Region. A list is available at the Public Works counter. Permittee shall comply with all storm water and runoff pollution control requirements included in Article 10 or Chapter 8-1-104 of the Burbank Municipal Code, the Federal Clean Water Act and its regulations, and the California Water Code and its regulations.

VIOLATIONS MAY BE SUBJECT TO CRIMINAL OR CIVIL PENALTIES

3. The layouts of excavation are required per California Code 4216. The permittee/contractor is required to outline the proposed excavation site with white paint or stakes. Permittee shall ask for Dig Alert markings only within project limits. (See Dig Alert pamphlet)
4. All project layout and Dig Alert markings must be removed from concrete and decorative surfaces in order to finalize the Excavation Permit.
5. Permittee shall verify that all survey monuments affected by the project are located in the field and noted on the plans before the issuance of a permit. Failure to comply will result in the delay of permit issuance until monuments are properly noted and protected.
6. If any survey monuments are to be removed, or if it is found that existing monuments are affected but not shown on plans, then a California Licensed Land Surveyor is required to locate the affected monuments (at the permittee's expense). A corner record shall then be submitted to the City Engineer for review [California Business & Professional Code Section 8771].

Any survey monuments not located and protected to the satisfaction of the City Engineer will cause the permit to be immediately suspended.



**CITY OF BURBANK
PUBLIC WORKS DEPARTMENT**

Pending Permit No. _____

EXCAVATION/CONSTRUCTION PERMIT APPLICATION

DATE APPLIED: _____ START DATE: _____ (Permit valid for two months from plan approval date)

DIG ALERT NO.: _____ DATE ISSUED: _____
(Call 800-227-2600. Give two days notice.)

INSURANCE EXPIRATION DATE: _____
(Note: Minimum \$1,000,000 General Aggregate or \$300,000 Homeowner's Liability. Please ask for additional requirements).

JOB TYPE: Commercial/Industrial Residential CAL/OSHA PER. NO.: _____
(For Excav. 5'+ Deep)

RELATED ON-SITE BUILDING/GRADING PROJECT: _____

JOB SITE: _____ Burbank, CA

DESCRIPTION OF WORK: _____

_____ Initial that the requirements on the reverse side have been read and understood.

PLANS SUBMITTED: Yes No
(For jobs involving utility trenching and other extensive excavations, submit four [4] sets showing all existing underground utilities in Plan and Cross-section. Where possible conflicts may arise, clear with all affected utilities. Plans will be returned if all substructures are not shown.)

JOB ITEMS	ESTIMATED CHARGES
Sidewalk _____ sq.ft. Centerline Ties _____ no.	Permit Fee \$ 50.00
Apron _____ ft. O/A _____ ft. depth Type _____	Processing Charge \$ 50.00 (for refund)
Curb _____ lin. ft. Gutter _____ lin. ft.	Inspection Charge \$ _____
Ped Ramps _____ no. Curb Drains _____ no.	Construction Deposit \$ _____ (refundable*)
Trenching _____ lin. ft. _____ ft. width	TOTAL \$ _____
AC Pavement _____ sq. ft. _____ in. thick	
PCC Pavement _____ sq. ft. _____ in. thick	
	*Finished job must meet City standards.

PERMITTEE: _____ PHONE: () _____
(Name as Insured)

CHECK ONE: Owner Contractor: Burbank Business License No.: _____

ADDRESS: _____
Street City State Zip Code

AUTHORIZED AGENT: _____ TITLE: _____

PERMIT CONDITIONS: _____

