



## Public Works Permit Requirements

### Initial Plan Submittal Requirements

A transmittal letter is required with a list of what is being submitted. All plans will be routed through the March Joint Powers Authority Plans Expeditor (no exceptions). Submissions of Initial Plans, Revisions, or Corrections via online submission or e-mail will not be permitted. Incomplete submittals will be returned to the Applicant with an Incomplete Application Notice and a list of items needed in order to re-submit. At time of Initial Submittal there will be a Plan Check Fee due based upon the Cost Estimates provided by the Applicant.

Prior to submittal of engineering plans, the applicant and his representative shall submit a detailed cost estimate of proposed improvements. The cost shall include onsite paving, curb, gutter, drainage, private onsite water and sewer (effective May 2005) excluding fire systems and fire hydrants and other civil improvements. The cost shall not include landscaping, wall, building and other architectural amenities. Upon submittal of the approved cost estimate sheet the plan check fees should be submitted to MJPA's Engineer along with the improvements plans. The above procedure will be repeated again prior to final approval of plans to determine the inspection fees. Engineer's plan checking and inspection fees are 2.2% of the engineer's cost estimate for both on and offsite improvements. The review of onsite private water and sewer plans exclude building connections, fire systems and fire hydrant locations and approval.

### Resubmittal Requirements

All resubmittals must include the following for each reviewing agency:

QTY.	DESCRIPTION	DETAILS
1	Response Letter	Please list all comments and a detailed response for each.
1	Transmittal Letter	Must list ALL submittal items and quantities provided.
1	Set of Redlines	Previous set of plans with marked comments.
2	Sets of Plans	Corrected/Updated plan sets

### Approved Plan Submittal Requirements

After Approval is issued through MJPA Public Works Department, Inspection Fees (based on the Cost Estimate Sheets provided by Applicant) will be due prior to permit issuance.

### Initial Submittal Requirements

QTY.	ITEM	DETAILS
<input type="checkbox"/>	1	Application
<input type="checkbox"/>	1	Public Works Permit Application
<input type="checkbox"/>	1	Transmittal Letter
<input type="checkbox"/>	2	Sets of Cost Estimate Sheets
<input type="checkbox"/>	1	Check – Plan Check (MJPA)
<input type="checkbox"/>	1	Check – WQMP Review* (MJPA)

Complete ALL fields of Application

Complete ALL fields of form (included in packet)

Must list ALL submittal items and quantities provided

2 sets of Cost Estimates must be submitted.

- Plan Check – Public Improvements
- Plan Check – Private Improvements
- Inspection – Public Improvements
- Inspection – Private Improvements

*\*Please note, Cost Estimate Sheets are in Excel Format and must be downloaded separate to this packet. Forms may be obtained online at [www.marchjpa.com](http://www.marchjpa.com) or by request via email to the MJPA Plans Expeditor. Forms must be submitted as a PDF; Excel files will not be permitted. Please submit both sets of estimates even if the total is \$0.00.*

- Made out to: March Joint Powers Authority
- Plan Check Fees based on approved Cost Estimates (due at time of submittal).

- Made out to: March Joint Powers Authority
- \$7,000.00 Deposit Memo Line must indicate "WQMP Deposit"



**March Joint Powers Authority**

14205 Meridian Pkwy, Ste. 140

Riverside, CA 92518

Phone (951) 656-7000

<input type="checkbox"/>	3	Grading Sets of Plans	<ul style="list-style-type: none"> <li>All plans must be prepared in accordance with Riverside County Transportation Department and Riverside County Flood Control standards.</li> <li>Must include standard title block similar to the approved infrastructure plans.</li> <li>Reference drawings such as easements, offsite road plans, etc. need to be included.</li> <li>Onsite hydrology report to supplement the overall drainage report shall be included with initial submittal.</li> <li>Applicant is responsible to submit SWPPP and erosion plans directly to the Water Quality Board. Erosion control plans shall be included with grading plans. WQMP shall also be submitted to Engineer.</li> <li>Permit from RCFC and Transportation Department may be required and shall be determined on case to case basis.</li> <li>24" x 36" minimum</li> </ul>
<input type="checkbox"/>	2	Sets of Reports*	Any accompanying reports such as Geotechnical, Hydrology, etc.
<input type="checkbox"/>	N/A	On-Site/Off-Site, Underground Water Sets of Plans *	Please contact WMWD for submittal process. Any approvals or permits must be provided to MJPA prior to MJPA Permit Issuance. For review by the Riverside County Fire Department Office of the Fire Marshall, please submit a "RCFD Application" separate from this application.
<input type="checkbox"/>	N/A	Riverside County Flood Control Review	Please contact RCFC for submittal process. Any approvals or permits must be provided to MJPA prior to MJPA Permit Issuance.
<input type="checkbox"/>	4	WQMP Binders & Hydrology Reports*	Submit completed binders for review.
<input type="checkbox"/>	1	Construction Permit Application	Completed Application (included in this packet)
<input type="checkbox"/>	1	Contractor's License	Pocket Copy of Valid License

\*If applicable

**Approved Submittal Requirements\***

*Items due prior to permit issuance.*

QTY.	ITEM	DETAILS	
<input type="checkbox"/>	1	Certificate of Insurance	Must list March Joint Powers Authority as the Certificate Holder
<input type="checkbox"/>	2	Sets of Plans	Must be Signed Bond Copy (no mylars)
<input type="checkbox"/>	1	CD	Must include: PDF of signed plans, AutoCAD, supporting documents (photos, etc., if applicable)
<input type="checkbox"/>	1	Check	<ul style="list-style-type: none"> <li>Made out to: March Joint Powers Authority</li> <li>Inspection Fees based on approved Cost Estimates</li> </ul>

\*Please note:

- Prior to start of construction, the contractor/developer shall contact MJPA Engineer to schedule a pre-job meeting. MJPA will be responsible to inspect all onsite civil construction improvements such as pavement, curb, storm drain and grading.
- The Contractor is responsible to contact the Engineer to advise of progress schedule. The Engineer has the right to visit the project site as needed.
- Overtime or holiday work for on and offsite improvements shall be permitted only if approved by the Engineer. Overtime fee of \$85.00 per hour (minimum of 4 hours) is to be paid to MJPA prior to any overtime or holiday work.
- All questions and inquiries concerning the above shall be forwarded to Habib Motlagh, Public Works Engineer at (951) 943-6504.

**Please note: As of 10/01/2019, March JPA's Engineer is Stuart E. McKibbin. All signature blocks must reflect this change.**



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**PUBLIC WORKS PERMIT APPLICATION**

Date: \_\_\_\_\_

Permit #: \_\_\_\_\_

Send Plan Check Corrections to:  Tenant  Property Owner  Applicant  Architect/Designer  Contractor

TYPE OF APPLICATION		
<input type="checkbox"/> Rough Grading	<input type="checkbox"/> Precise Grading	<input type="checkbox"/> Street Improvements
<input type="checkbox"/> On-Site Improvements	<input type="checkbox"/> Drainage Improvements	<input type="checkbox"/> WQMP
<input type="checkbox"/> Other: _____		

Site Address:
APN(s):
Description of Work:

Property Owner Name/Company:			
Address:	City:	State:	Zip:
Point of Contact Name:	Phone:	E-Mail:	

Applicant Name/Company:			
Address:	City:	State:	Zip:
Point of Contact Name:	Phone:	E-Mail:	

Architect/Designer Name/Company:			
Address:	City:	State:	Zip:
Point of Contact Name:	Phone:	E-Mail:	

Contractor Name/Company:			
Address:	City:	State:	Zip:
Point of Contact Name:	Phone:	E-Mail:	
Contractor's License #:	Class:	Expiration Date:	
Worker's Comp. Insurance Name:	Policy #:		

By signing the March JPA Permit Application, the signatory agrees to pay all required fees that the MIPA has incurred both before a permit is issued and afterwards related to the processing of the permit and reviewing all necessary documents. By signing the Permit Application, the signatory understands and agrees to be subject to any necessary collections process in order for the MIPA to recoup any outstanding fees the signatory has failed to pay related to the processing of the permit and reviewing all necessary documents. Please select the Applicable billing party and sign below.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Tenant  Property Owner  Applicant  Architect/Designer  Contractor



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Monday – Thursday 8:00 am – 5:00 pm

Friday 7:30 am – 4:30 pm

## ENGINEERING DEPARTMENT

Permit Number:  
Application Type:  
Site Address:

### PROPERTY OWNER INFORMATION

Name:  
Address:  
Contact Person:  
Phone Number:

### JOB DESCRIPTION

Job Description:

Import/Export Amount:  
Total Yardage:

### APPLICANT INFORMATION

Name:  
Address:  
Phone Number:

### CONTRACTOR INFORMATION

Company Name:  
Address:  
Contact Person:  
Phone Number:  
License Number:  
Worker's Compensation Insurance:  
Worker's Compensation Policy Number:  
SWPPP WDID Number:

### TO BE COMPLETED AND SIGNED BY MJPA ENGINEER

Issue Date: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*



## CONSTRUCTION PERMIT APPLICATION

### LICENSED CONTRACTOR'S DECLARATION (Required)

I hereby affirm under penalty of perjury that I am licensed under provisions of Chapter 9 (commencing with Section 7000) of Division 3 of the Business and Professions Code, and my license is in full force and effect.

Contractor Name: \_\_\_\_\_

Contractor Address: \_\_\_\_\_

License Class & No.: \_\_\_\_\_

Contractor Signature: \_\_\_\_\_

### OWNER-BUILDER DECLARATION (If Applicable)

I hereby affirm under penalty of perjury that I am exempt from the Contractors' State License Law for the following reason (Sec. 7031.5, Business and Professions Code: Any city or county that requires a permit to construct, alter, improve, demolish, or repair any structure, prior to its issuance, also requires the applicant for such permit to file a signed statement that he or she is licensed pursuant to the provisions of the Contractors' State License Law (Chapter 9, commencing with Section 7000 of Division 3 of the Business and Professions Code) or that he or she is exempt therefrom and the basis for the alleged exemption. Any violation of Section 7031.5 by any applicant for a permit subjects the applicant to a civil penalty of not more than five hundred dollars (\$500)):

- I, as owner of the property, or my employees with wages as their sole compensation, will do the work or portions of the work, and the structure is not intended or offered for sale (Sec. 7044, Business and Professions Code: The Contractors' State License Law does not apply to an owner of property who, through employees' or personal effort, builds or improves thereon, and who does such work himself or herself or through his or her own employees, provided that such improvements are not intended or offered for sale. If, however, the building or improvement is sold within one year of completion, the owner-builder will have the burden of proving he or she did not build or improve for the purpose of sale).
- I, as owner of the property, am exclusively contracting with licensed contractors to construct the project (Sec. 7044, Business and Professions code: The Contractors' State License Law does not apply to an owner of property who builds or improves thereon, and who contracts for such projects with a contractor(s) licensed pursuant to the Contractors' State License Law).
- I am exempt from licensure under the Contractors' State License Law for the following reason:
- \_\_\_\_\_

*By my signature below I acknowledge that, except for my personal residence in which I must have resided for at least one year prior to completion of the improvements covered by this permit, I cannot legally sell a structure that I have built as an owner-builder if it has not been constructed in its entirety by licensed contractors. I understand that a copy of the applicable law, Section*

*7044 of the Business and Professions Code, is available upon request when this application is submitted or at the following website:*

<http://www.leginfo.ca.gov/calaw.html>

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**WORKER'S COMPENSATION DECLARATION (Required)**

I hereby affirm under penalty of perjury one of the following:

I have and will maintain a certificate of consent to self-insure for workers' compensation, issued by the Director of Industrial Relations as provided for by Section 3700 of the Labor Code, for the performance of the work for which this permit is issued.

Policy Number: \_\_\_\_\_

I have and will maintain workers' compensation insurance, as required by Section 3700 of the Labor Code, for the performance of the work for which this permit is issued. My worker's compensation insurance carrier and policy information is:

Carrier: \_\_\_\_\_

Policy Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

Name of Agent: \_\_\_\_\_

Phone Number: \_\_\_\_\_

I certify that in the performance of the work for which this permit is issued, I shall not employ any person in any manner so as to become subject to the workers' compensation Laws of California, and agree that if I should become subject to the workers' compensation provisions of Section 3700 of the Labor Code, I shall forthwith comply with those provisions.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**WARNING:** Failure to secure Workers' Compensation Coverage is unlawful, and shall subject an employer to criminal penalties and civil fines up to One Hundred Thousand Dollars (\$100,000), in addition to the cost of compensation, damages as provided for in Section 3706 of the Labor Code, interest and attorney's fees.

**CONSTRUCTION LENDING AGENCY DECLARATION (If Applicable)**

I hereby affirm under penalty of perjury that there is a construction lending agency for the performance of the work for which this permit is issued (Sec. 3097, Civ.C.).

Lender's Name: \_\_\_\_\_

Lender's Address: \_\_\_\_\_

**DECLARATION BY CONSTRUCTION PERMIT APPLICANT (Required)**

By my signature below, I certify I am one of the following and I have read this construction permit application and the information I have provided is correct. I agree to comply with all applicable city and county ordinances and state laws relating to building construction. I authorize representatives of this city or county to enter below-identified property for inspection purposes:

California licensed Contractor

Property Owner

Authorized\* to act on behalf of the:

California licensed Contractor

Property Owner

*\*A Letter of Authorization must be provided to the agency.*

Site Address: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_



**CONDITIONS & RESTRICTIONS (Required)**

Application is hereby made to the Building Official for a Permit subject to the conditions and restrictions set forth on the Application and the following:

1. Construction activity is prohibited between the hours of 7:00pm and 7:00am and on Sundays and Holidays unless specific approvals were previously granted to allow for work outside of the prohibited hours of operation.
2. The March JPA's approved plans and permit inspection card must remain on the job site for use by March JPA inspection personnel.
3. Final inspection of the work authorized by this permit is required. A Certificate of Occupancy must be obtained prior to use and occupancy of new buildings, structures and remodeling work.
4. This permit/plan review expires by time limitation and becomes null and void if the work authorized by the permit is not commenced within 180 days from the date of permit issuance or if the permit is not obtained within 180 days from the date of plan submittal. This permit expires and becomes null and void if any work authorized by this permit is suspended or abandoned for 180 consecutive days or if no progressive work has been verified by a March JPA building inspector for a period of 180 consecutive days.
5. Adherence to the required construction site staging plan shall be strictly enforced and any violation thereof will result in a daily fine of \$500 per occurrence, payable to the March Joint Powers Authority upon demand.
6. Loitering within any public right-of-way shall be prohibited by employees, contractors, subcontractor, or vendors or anyone associated with the job site. Loitering includes standing, sitting, taking breaks, etc., within any landscape easement or a Public Right-of-Way, including areas within the landscaped parkways, sidewalks, or streets. Furthermore, employees, contractor, subcontractors and vendors shall also be prohibited from loitering on vacant private property nearby or within any Open Space area within a designed Conservation Area. A daily fine of \$500 per occurrence and/or incident will be payable to the MJPA and immediate repair of the damage to landscaped areas or wear and tear to the right-of-way will be contracted by MJPA approved contractor.
7. All parking of private vehicles and equipment associated with the job site shall be contained on-site or on a pre-approved designated site away from construction site. The permit holder shall be responsible for enforcement of parking rules. Any violations shall be subject to a \$500 per occurrence fine, payable to the March JPA upon demand.
8. The cost for any damage will be billed to applicant and no Certificate of Occupancy will be issued without all fines and repairs complete and any outstanding invoices paid in full. It shall be the sole responsibility of the permit holder to enforce the staging plan requirements and parking violations.

*I have read this construction permit application and the information I have provided is correct. I agree to comply with all applicable city and county ordinances and state laws relating to building construction. I authorize representatives of this city or county to enter above-identified property for inspection purposes.*

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_