



REQUIREMENTS FOR OBTAINING GRADING AND CONSTRUCTION PERMITS

Public Works Department

In order to obtain a grading or a construction permit, the contractor shall provide the following:

1. **State Contractor's License:** A copy of the appropriate license shall be submitted to the Public Works Department. (Not required for Grading Permits when owner-builder is grading their site)
2. **City Business License**
3. **Certificate of Insurance:** Proof of General Liability and Automotive Liability shall be submitted to the Public Works Department. The City of Corona shall be named as Certificate Holder and Additional Insured with Additional Insured Endorsement for General Liability (**See Sample 1**). Certificate of Insurance along with the Endorsement shall be provided directly from the Insurance Company.
4. **Underground Service Alert Permit/Ticket:** (1-800-227-2600 or 811) USA # required.
5. **CAL-OSHA Excavation Permit:** For trenches 5-feet in depth or greater. (909) 383-4321.
6. **Owner/Developer Authorization Letter:** Letter shall be signed by the owner/developer authorizing the contractor to obtain a permit for their project and listing their scope of work.
7. **Construction Company Authorization Letter:** Letter shall be prepared on the company's letterhead authorizing an individual(s) to pull a permit. (**See Sample 2**)
8. **Grading and/or Public Improvement Security**
 - Surety Bond
 - Cash Deposit
 - Irrevocable Letter of Credit

This shall accompany the improvement or grading agreement which must be entered into by City Council prior to permit issuance.
9. **State Storm Water Permit (NPDES):** For grading permits disturbing an area of one acre or more; or if the permit is part of a larger project that will disturb one or more acres cumulatively.
10. **Four Bond Copies of Approved Plans**
11. **Payment of All Applicable Permit Fees**

Permit Counter (951) 279-3524 – Fax (951) 279-3785

Contractors State License Board (CSLB) Licensing Classifications

The license classifications below are taken from the CSLB website and provided for information purposes. Further information can be found on their website at the following link:

<http://www.cslb.ca.gov/>

CSLB issues licenses for the following classifications:

Class “A” — General Engineering Contractor

The principal business is in connection with fixed works requiring specialized engineering knowledge and skill.

Class “B” — General Building Contractor

The principal business is in connection with any structure built, being built, or to be built, requiring in its construction the use of at least two unrelated building trades or crafts.

Class “C” — Specialty Contractor

There are 41 separate “C” license classifications for contractors whose construction work requires special skill and whose principal contracting business involves the use of specialized building trades or crafts.

List of Class “C” license classifications:

- C-2 - Insulation and Acoustical Contractor
- C-4 - Boiler, Hot Water Heating and Steam Fitting Contractor
- C-5 - Framing and Rough Carpentry Contractor
- C-6 - Cabinet, Millwork and Finish Carpentry Contractor
- C-7 - Low Voltage Systems Contractor
- C-8 - Concrete Contractor
- C-9 - Drywall Contractor
- C10 - Electrical Contractor
- C11 - Elevator Contractor
- C12 - Earthwork and Paving Contractors
- C13 - Fencing Contractor
- C14 - Metal Roofing Contractor **[repealed]**
- C15 - Flooring and Floor Covering Contractors
- C16 - Fire Protection Contractor
- C17 - Glazing Contractor
- C20 - Warm-Air Heating, Ventilating and Air-Conditioning Contractor
- C21 - Building Moving/Demolition Contractor
- C23 - Ornamental Metal Contractor
- C26 - Lathing Contractor **[repealed]**
- C27 - Landscaping Contractor
- C28 - Lock and Security Equipment Contractor
- C29 - Masonry Contractor
- C31 - Construction Zone Traffic Control Contractor
- C32 - Parking and Highway Improvement Contractor
- C33 - Painting and Decorating Contractor
- C34 - Pipeline Contractor
- C35 - Lathing and Plastering Contractor
- C36 - Plumbing Contractor
- C38 - Refrigeration Contractor
- C39 - Roofing Contractor
- C42 - Sanitation System Contractor
- C43 - Sheet Metal Contractor
- C45 - Electrical Sign Contractor

- C46 - Solar Contractor
- C47 - General Manufactured Housing Contractor
- C50 - Reinforcing Steel Contractor
- C51 - Structural Steel Contractor
- C53 - Swimming Pool Contractor
- C54 - Ceramic and Mosaic Tile Contractor
- C55 - Water Conditioning Contractor
- C57 - Water Well Drilling Contractor
- C60 - Welding Contractor
- C61 - Limited Specialty
- ASB - Asbestos Certification
- HAZ - Hazardous Substance Removal Certification
- HIC - Home Improvement Certification **[repealed]**

Policy Number: D269L00028

CG20 10 11 85

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY

**ADDITIONAL INSURED – OWNER, LESSEES OR
CONTRACTORS (FORM B)**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE FORM
CONTRACTORS COMMERCIAL GENERAL LIABILITY COVERAGE FORM

SCHEDULE

Name of Person or Organization:

City of Corona

(If no entry appears above, information required to complete this endorsement will be shown in the Declarations as applicable to this endorsement.)

WHO IS AN INSURED (Section II) is amended to include as an insured the person or organization shown in the Schedule, but only with respect to liability arising out of the ongoing operations performed for that insured.

It is agreed that such insurance as is afforded by this policy for the benefit of the Additional Insured shown shall be primary and non-contributory insurance, but only as respects any claim, loss or liability arising out of the ongoing operations of the Named Insured on a scheduled project.

CGL 1544 01 98

SAMPLE 1

COMPANY LETTERHEAD

City of Corona
Public Works Department
400 S. Vicentia Avenue
Corona, CA 92882

Gentlemen:

Only those persons listed below are duly authorized by this company to act as our agents to obtain permits from the City of Corona, Public Works Department. It is our understanding that only these designated persons may obtain permits in this firm's name and that this authorization will continue until the Public Works Department is notified in writing of any change.

1. _____ 3 _____
(Typed or Printed Name) (Typed or Printed Name)

(Signature) (Signature)

2. _____
Name) (Typed or Printed Name) (Typed or Printed Name)

(Signature) (Signature)

Cordially,

Company Name

Typed Name and Title

Signature

SAMPLE 2