



# Dry Utility Permits — from start to finish —



## Dry Utility Permit Review Process

The purpose of this handout is to provide a comprehensive outline of the city's plan review process for encroachment permits associated with third-party dry utility construction. A property owner should use the information provided in this handout when selecting an engineer and contractor to perform the scope of work associated with the plan review process. The requirements listed are submitted in person to Development Services.

### 1) Required Submittals:



Dry Utility permits will require the following submittals to the **Development Services counter**. Plans submitted at different times will extend the processing review time.

- **Dry Utility Plan with Complete Application**
- **Traffic Control Plan (when applicable)**

All submittals require the payment of plan check fees, inspection fees & other miscellaneous fees which can be found in the [Development Services \(previously Public Works\) fee schedule](#). If the work will be performed by the third-party dry utility provider, please contact Development Services for instructions.

### 2) Plan Review Turnaround Time:

#### Dry Utility Application (Reviewed by Development Services and Public Works)

- Submittal requirements are found on the [Development Services webpage](#).
- A cost estimate shall be provided with the quantity and cost to repair public improvements (including landscaping and pavement). If the cost exceeds \$25,000, an engineer shall stamp and sign the estimate.
- Authorization from the Utility Provider is required if work is separate from this permit.
- The contractor shall have an "A" or appropriate "C" [California State Contractor's License](#).

#### City Review Times:

First Plan Review: 10 business days  
All other reviews: 5 business days

Processing Times are Included

#### Traffic Control Plan (when applicable) (Reviewed by the Traffic Division)

- Required for projects that exceed typical MUTCD guideline requirements.
- See the [Guidelines for Traffic Control Plans](#) for more information.
- A Registered Civil Engineer or Traffic Engineer's approval is highly recommended; or may be required depending on the project.

#### City Review Times:

First Plan Review: 10 business days  
All other reviews: 5 business days

Processing Times are Included

### 3) Plan Approval & Permits:

#### Plan review approval:

- Permit fees assessed.
- Public improvement bonds posted by applicant, if applicable.
- A bond and fee letter with the fees is prepared.
- Permit issued.
- Move to the field inspection phase once construction starts.

#### Development Services

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