

# REQUIREMENTS FOR OBTAINING GRADING AND CONSTRUCTION PERMITS Planning and Development 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 (\$1,000,000.00 coverage for each) 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. <u>Underground Service Alert Permit/Ticket:</u> (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. <u>Owner/Developer Authorization Letter:</u> 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. <u>Construction Company Authorization Letter:</u> 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:** All applicable securities (notarized Surety Bond, Cash Deposit, Irrevocable Letter of Credit) and notarized Agreements must be in place prior to permit issuance.
- 9. Payment of All Applicable Permit Fees
- 10. Three (3) Bond Copies of Approved Plans
- 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.
- 12. <u>Corona Cruiser Route and Buss Stops:</u> Prior to setting up temporary traffic control on bus route or closing any bus stop, call (951) 279-3522 seven (7) days in advance.

Permit Counter: (951) 736-2259 - Email: <a href="mailto:DSCounter@CoronaCA.gov">DSCounter@CoronaCA.gov</a> - 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: <a href="http://www.cslb.ca.gov/">http://www.cslb.ca.gov/</a>

## 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]





ACORD 25 (2016/03)

## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 11/10/2020

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

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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 to a mended to include as an insured the person or organization shown in the Schedule out 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



## 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.	V3 / \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \
(Typed or Printed Name)	(Typed or Printed Name
(Signature)	(Signature)
2. Printed Name	(Typed or Printed Name)
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Company Name	
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