

CONSTRUCTION PERMIT CHECKLIST

District: _____

Project Location: _____

Prior to construction permit issuance and start of work

Completed

- Sketch showing plan of installation / what is being installed and where
- Collect fees
 - Misc. Fees: _____ CIC _____ Meter _____ SCF _____ Plan Check Dep _____
 - _____ Const. Permit _____ Inspection Fee/Deposit _____
- Surety Bond / Certificate of Deposit
- CMWD Release
- Insurance
- Submittals
- Identification stake or paint to mark location
- O & M Review
- Encroachment Permit
 - County _____
 - Caltrans _____
 - City _____
- Ag Rate Application

- Preconstruction Meeting (Date: _____)
- Signed application card
- Distribute approved construction permit
Inspector, Contractor, File, & Log file
- Water main shutdown (Requested Date: _____)
 - Approval to Contractor (Date: _____)
 - Notices to Customers (Date: _____)

Prior to meter installation & start of service

- Application cards / forms filled out and signed
- Test Certificates for backflow devices.
- Work order for meter installation shall be issued upon receipt of completed/signed permit from Inspector & signed application cards

Note: Do not schedule Pre-con meeting more than one week before scheduled start date.