

# 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.