



CITY OF WEST COVINA

ENGINEERING DIVISION

1444 W. Garvey Avenue South, West Covina, CA, 91790
Tel: (626) 939-8425, Fax: (626) 939-8660

Permit # :	_____
Ref. MCR # :	_____
Total Fees:	_____

PLAN CHECK APPLICATION

JOB DESCRIPTION

Project address:	_____	Today's date:	_____
Work Description: _____			
Is this an "After-the Fact" Permit Request?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If "Yes," when did work start & end?	
<i>(Pursuant to West Covina Municipal Code Section 19-68, a permit must be obtained one day after the offices of the City are first opened subsequent to start of such work)</i>			

PROPERTY OWNER INFORMATION

Name:	_____	Mailing Address:	_____		
Email:	_____	Phone:	_____	Emergency Phone:	_____

ENGINEER'S INFORMATION

Name:	_____	Address:	_____	Phone:	_____
State License No.:	_____	Expiration Date:	_____	Email:	_____

APPLICANT'S INFORMATION (ONLY fill out if you are the contractor or an agent)

Name:	_____	Address:	_____		
Phone:	_____	Emergency Phone:	_____	Email:	_____
Applicant's Status/Role (Check Applicable Box):	<input type="checkbox"/> Contractor <input type="checkbox"/> Contractor's agent <input type="checkbox"/> Site Owner's agent <input type="checkbox"/> Other				

I AM SUBMITTING:

1 set/s of complete grading plans.
2 set/s of preliminary soils reports.
3 set/s of complete hydrology and hydraulic calculations/reports.
4 set/s of complete structural calculations.
5 set/s of constructions fees breakdown.
6 set/s of

SCOPE OF WORK

<input type="checkbox"/> Street improvements	<input type="checkbox"/> Walls: <input type="checkbox"/> Retaining over 30 inches <input type="checkbox"/> Over 6 ft height
<input type="checkbox"/> Storm drain systems	<input type="checkbox"/> Onsite improvements (Paving, drainage, lighting, etc)
<input type="checkbox"/> Mainline sewer and/or lateral	<input type="checkbox"/> Grading
<input type="checkbox"/> Other	

NOTE

APPLICATIONS FOR PLAN CHECK ARE VALID FOR 180 DAYS FROM THE DATE OF THE FIRST APPLICATION. (All applications for which no permit is issued within 180 days following the date of application shall expire by limitation, and plans and any other data submitted for review may thereafter be destroyed or returned to the applicant, at the sole discretion of the Engineering Division. The Engineering Division, upon receiving written request from the applicant showing that circumstances beyond the control of the applicant have prevented action from being taken, may extend the time for action by the applicant for a single period not exceeding 180 days. No application shall be extended more than once. In order to renew action on an application after expiration, the applicant shall resubmit a new complete application (plans, calculations and other data) and pay a new plan check fee.

SIGNATURE

I am aware that an incomplete submittal may be returned to me, or my designee, without being reviewed.

_____	_____	_____
PRINT NAME	SIGNATURE	DATE

In consideration of the granting of this permit, it is agreed by the applicant that the City of West Covina, and any of their officers or employees thereof shall be saved harmless by the applicant from any liability or responsibility for any accident, loss, or damage to persons or property, happening or occurring as the proximately result of any of the work undertaken under the terms of this application and the permit or permits which may be granted in response thereto, and that all of said liabilities are hereby assumed by the applicant. It is further agreed that if any part of this installation interferes with the future use of the highway by the general public, it must be removed or relocated, as designated by the City Engineer at the expense of the Permittee or his successor in interest.

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For City of West Covina use only

FEES BREAKDOWN AND COMMENTS

Empty box for fees breakdown and comments.