



**PUBLIC WORKS DEPARTMENT
BUILDING AND ENGINEERING DIVISIONS**

ATTENTION CONTRACTORS

Listed Items Must Be Provided At Time Of Permit Issuance

- Workers Compensation Insurance Certificate issued to:
Contractor's State License Board.
- Copy of contractors license card.
- Letter of Authorization on Company letterhead or Notarized letter.
(When license holder is not present.)
- Verification of current City Business License. (\$16.00/yearly.
Expires June 30th every year. New licenses or renewals may be
obtained at the permit counter.)
- Applicant must show photo I.D. at time of issuance.

Additional items below are specific requirements for an Engineering permit

- 1) General Liability in the amount of \$1,000,000 with the City of West Covina additionally insured and cancellation should read "30 day written notice". * (This is required for any work on public or city property.)

*Any work within a Redevelopment Project area must list the Redevelopment Agency of the City of West Covina as additionally insured.

- 2) 1 set (blue line copy) of approved Grading-Onsite Improvement plans for applicable projects.