



Permit Submittal Requirements
Public Works/Engineering Department
City of Wildomar

Encroachment Permit Submittals		
Quantity	Item	Included
1	Encroachment Permit Application	<input type="checkbox"/>
2	Traffic Control Plans	<input type="checkbox"/>
2	Construction Plans identifying: <ul style="list-style-type: none"> ▪ Proposed construction activities and locations (provide dimensions) ▪ References to City standards (where applicable) ▪ Site BMPs 	<input type="checkbox"/>
2	Will-Serve Letters from appropriate utility agency if connecting to utility services	<input type="checkbox"/>
1	Certificate of Insurance: <ul style="list-style-type: none"> ▪ Must list the City as additionally insured for General Liability and Workers Compensation ▪ Must include policy numbers, expiration dates, and limits of coverage 	<input type="checkbox"/>
1	General Liability Coverage Endorsement for Permits <i>(CG 20 12 form or at least as broad in coverage)</i> <ul style="list-style-type: none"> ▪ <i>Policy number on Endorsement must match policy number on certificate of insurance</i> ▪ <i>Provide an endorsement demonstrating Primary Insurance per the permit provisions</i> 	<input type="checkbox"/>
1	Waiver of Subrogation for Workers Compensation <ul style="list-style-type: none"> ▪ <i>Policy number on waiver must match policy number on certificate of insurance</i> 	<input type="checkbox"/>
1	Encroachment Permit Bond <i>(required for development projects constructing public improvements)</i> <ul style="list-style-type: none"> ▪ Bond Estimate must be accepted by the City prior to submittal 	<input type="checkbox"/>
1	Plan Check and Inspection Fee/Deposit <i>(see fee schedule)</i>	<input type="checkbox"/>
1*	Permit Fee <i>(must be paid prior to permit issuance)</i> <i>(see fee schedule)</i>	<input type="checkbox"/>

Note: Incomplete submittals will not be accepted and will be turned away at the counter.

Encroachment Permit Review:

1. Permit Routing**
2. Permit Review/Approval – 10 business/working days***

**Not required for submittal, may be required prior to permit issuance or other stage in project.*

***Review time begins once plans are routed. Routing time is approximately two (2) days.*

****The City is open Monday-Thursday and closed on Fridays.*



Permit Submittal Requirements
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City of Wildomar

Haul Permit Submittals		
Quantity	Item	Included
1	Haul/Transportation Permit Application	<input type="checkbox"/>
2	Traffic Control Plans <i>(if applicable)</i>	<input type="checkbox"/>
2	Site Plans identifying: <ul style="list-style-type: none"> ▪ Site access ▪ Import/Export location on site ▪ Staging area ▪ Site BMPs 	<input type="checkbox"/>
2	Haul Route Plans identifying: <ul style="list-style-type: none"> ▪ Site access ▪ Entrance route to and exit route from site to City limits 	<input type="checkbox"/>
1	Certificate of Insurance: <ul style="list-style-type: none"> ▪ Must list the City as additionally insured for General Liability and Workers Compensation ▪ Must include policy numbers, expiration dates, and limits of coverage 	<input type="checkbox"/>
1	General Liability Coverage Endorsement for Permits <i>(CG 20 12 form or at least as broad in coverage)</i> <ul style="list-style-type: none"> ▪ Policy number on Endorsement must match policy number on certificate of insurance 	<input type="checkbox"/>
1	MSC 90 Endorsement <i>(if hauling hazardous waste)</i>	<input type="checkbox"/>
1	Waiver of Subrogation for Workers Compensation <ul style="list-style-type: none"> ▪ Policy number on waiver must match policy number on certificate of insurance 	<input type="checkbox"/>
1*	Permit Fee <i>(must be paid prior to permit issuance - \$36.00)</i>	<input type="checkbox"/>

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Haul Permit Review:

1. Permit Routing**
2. Permit Review/Approval – 10 business/working days***

**Not required for submittal, may be required prior to permit issuance or other stage in project.*

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Permit Submittal Requirements
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Grading Permit Submittals		
Quantity	Item	Included
1	Grading Permit Application	<input type="checkbox"/>
2	Approved Grading Plans (11"x17")	<input type="checkbox"/>
2	As-Graded Soils Reports/Compaction Reports (wet-signed) <i>(required for precise grading permit applications for projects with rough grading)</i> <ul style="list-style-type: none"> ▪ Except for non-tract single residential lot grading, the compaction report shall include the special inspection verifications listed in Table 1705.6 and applicable inspection verifications in Section 1704.5 of the California Building Code. 	<input type="checkbox"/>
2	Rough Grade Certification Letters (wet-signed) <i>(required for precise grading permit applications)</i> <i>(required for all lots for which permits are being applied)</i>	<input type="checkbox"/>
1	Permit Fee (see fee schedule)	<input type="checkbox"/>

Note: Incomplete submittals will not be accepted and will be turned away at the counter.

Grading Permit Processing:

1. Permit Processing
2. As-Graded Soils Report/Compaction Report Review
3. Rough Grade Certification Letter Review
4. Conditions of Approval Review (if applicable to project). Note: applicable "Prior to Grading" conditions of approval must be satisfied prior to permit issuance.

Grading permit submittals must be made at least seven (7) working days* prior to seeking permit issuance.**

**Not required for submittal, may be required prior to permit issuance or other stage in project.*

***Review time begins once plans are routed. Routing time is approximately two (2) days.*

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