

## Compliance Checklist – Permitting for Construction

### Job Information

<b>Application No.</b>		<b>Job. No.</b>	
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### Compliance Checklist

#### Administrative Submittals

Submit to: [permits@centralsan.org](mailto:permits@centralsan.org)

SUBJECT: Job ##### - Administrative Submittal

Item	Approved	To Submit	Comments
Final Plans (PDF) electronically stamped & signed by the Engineer	<input type="checkbox"/>	<input type="checkbox"/>	Central San will print the full-size Final Plans with permit issuance. Per Std Specs, you must submit Final Plans within 6 months. Per Std Specs, Final Plans expire 3 months from the date on the stamp unless work has commenced on the project.
AutoCAD (.dwg) file	<input type="checkbox"/>	<input type="checkbox"/>	Per Std Specs §8-02, must be in CA State Plan coordinate system
Project Security (if required: <input type="checkbox"/> Yes <input type="checkbox"/> No)	<input type="checkbox"/>	<input type="checkbox"/>	Per Std Specs §11-07, bond form will be provided; original bond (hard copy) must be delivered to the Permit Counter. If project security is <b>not</b> required, then Applicant owns the sewer main for min 1-yr for warranty period after it passes final inspection, and until necessary lands rights are recorded and Central San accepts ownership; and new connections require Special Approval form to be signed by Owner.
Owners Improvement Agreement	<input type="checkbox"/>	<input type="checkbox"/>	Form will be provided
ROW Instruments (if required: <input type="checkbox"/> Yes <input type="checkbox"/> No)	<input type="checkbox"/>	<input type="checkbox"/>	
Fees due \$ _____  (ROW reviews, additional plan review hours, inspection fees)	<input type="checkbox"/>	<input type="checkbox"/>	Payment options: 1. Check-- deliver to Central San ATTN: Permit Counter, 5019 Imhoff PI, Martinez CA 94553 2. electronic -- email payor info (name, company, email, phone number) to <a href="mailto:permits@centralsan.org">permits@centralsan.org</a>
Contractor name & license number	<input type="checkbox"/>	<input type="checkbox"/>	

#### Pre-Construction Submittals

Submit to: [inspections@centralsan.org](mailto:inspections@centralsan.org)

SUBJECT: Job ##### - Pre-Construction Submittal

Item	Approved	To Submit	Comments
Phasing or construction sequencing plans (if required: <input type="checkbox"/> Yes <input type="checkbox"/> No)	<input type="checkbox"/>	<input type="checkbox"/>	
Bypass Plan (if required: <input type="checkbox"/> Yes <input type="checkbox"/> No)	<input type="checkbox"/>	<input type="checkbox"/>	
Cut Sheets & Field Stakes	<input type="checkbox"/>	<input type="checkbox"/>	Per Std Specs §11-03.A.3, sample will be provided
Pre-Construction meeting	<input type="checkbox"/>	<input type="checkbox"/>	

### For Central San Use Only

**Administrative Submittals Approved:**

- Yes, date transferred to Inspection: \_\_\_\_\_
- No

**Pre-Construction Submittals Approved:**

- Yes, date permit issued to Contractor: \_\_\_\_\_  
Inspector assigned to permit: \_\_\_\_\_
- No