



Public Works Department
Development Services

BUILDING-DRIVEWAY, SIDEWALK, DRAINAGE, CURB CUT & COMMERCIAL OCCUPANCY PERMIT APPLICATION

PROJECT		
PROJECT NAME	PERMIT NUMBER	
ADDRESS		
LOT	BLOCK	# OF STORIES
OCCUPANCY TYPE		
<input type="checkbox"/> RESIDENTIAL <input type="checkbox"/> COMMERCIAL <input type="checkbox"/> INDUSTRIAL		
DESCRIPTION OF WORK		
CONTRACTOR		
COMPANY NAME	CONTRACTOR REGISTRATION NUMBER	
COMPANY ADDRESS		
CONTACT PERSON	EMAIL	
PHONE NUMBER	PROJECT VALUATION	
PROPERTY OWNER		
FIRST NAME	LAST NAME	
MAILING ADDRESS		
PHONE NUMBER	EMAIL	

OFFICIAL USE ONLY	
RECEIVED BY	TIME/DATE STAMP
NO EXCEPTIONS TAKEN	DATE

PERMIT FEE			
QTY	ITEMS	AMOUNT	TOTAL
	*Sidewalk Min Fee	\$25.00	\$ 25.00
	*Sidewalk (\$1.00 per Lin Ft)	\$1.00	\$
	*Driveway (Includes approach)	\$80.00	\$
	*Street or Curb Cut	\$25.00	\$
	Drainage	\$25.00	\$
	Commercial Occupancy Insp.	\$100.00	\$
	Commercial Sprinkler Heads	\$1.75	\$
	Premature Work Charge	100% of Permit	\$
1	Application Fee	\$50.00	\$50.00
*See back for local amendments and code requirements.			
TOTAL PERMIT FEE			
MINIMUM FEE = \$25.00 + \$50.00 APPLICATION			
FEES			
ACKNOWLEDGMENT			
<p>I hereby certify that I have read and examined this document and know the same to be true and correct. In addition I hereby stipulate that I am the person legally responsible for compliance with provisions of all laws and ordinances (whether specified herein or not) governing this project to completion and a certification of occupancy being issued.</p>			
SIGNATURE OF CONTRACTOR			DATE
PRINT NAME			



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**ARTICLE II.
WORK IN STREET AREAS, ETC ***

NOTES

- This is not a complete copy of Article II.

SECTION 70-26. SPECIFICATIONS, ETC.

(a) Application.

This section applies to all work for which a permit is required by this article.

(b) Standard plans and specification; grades.

- 1. The public works director or the buiding official may establish:**
 - Standard plans and specifications for roadways, sidewalks, driveways, curbs, gutters and other structures; and
 - The grade, elevation and other special features for a particular structure.
- 2. Any plans, specifications, grades and elevations shall reflect:**
 - Recognized public works design principles; and
 - Legal requirements, including access for persons with disabilities.

Additional requirements may also apply to regulated facilities under article VI and VII of this chapter.

(c) Compliance required.

Each permittee shall cause the work to comply with:

- 1. All applicable standard procedures, plans and specifications for the type of work authorized, with only those exceptions granted by the building official in writing;**
- 2. Any grade, elevation or special feature mentioned in or attached to the permit; and**
- 3. All applicable regulations, including, but not limited to, the provisions of this chapter and chapter 18 of this Code.**

(d) Exceptions from standards.

For good cause shown, the building official may issue a permit with exceptions to standard plans and specifications, subject to

the special rules, above, for new roadways (Note: See chapter 82 of this Code which authorizes variances and liberal interpretations to protect or preserve large trees; it applies to actions of the building official under this section.). Unless the permit clearly indicates otherwise, the city shall not be responsible for repairing or replacing any nonstandard items (such as, for example, a special finish on a driveway or sidewalk), and the city may require the abutting owner to pay the cost of any such repair or replacement, regardless of whether the work is made necessary by the city or would otherwise be maintained by the city. As a condition to a permit with exceptions, the building official may require the abutting owner to record an appropriate notice in the real property records.

(e) Exceptions from standards.

Each permittee shall, in accordance with standard procedures set by the building official:

- 1. Notify the building official before the beginning of each phase of the work;**
- 2. Provide adequate opportunity for the building official to examine the work immediately before any concrete is poured and immediately before any part of the work is otherwise covered up;**
- 3. Cause the work to be done in a good and workmanlike manner by trained and skilled persons;**
- 4. Minimize disruption and inconvenience to other users of the same public areas;**
- 5. Remove, reconstruct and correct any work that does not comply with this section;**
- 6. Clean and restore the affected areas; and**
- 7. Properly dispose of all debris, trash, rubbish, etc.**

(f) Standard street structures (PWSF's).

The standard design of a streetlight and a street structure, as set out in appendix B of Ordinance No. 1650, adopted July 24, 2000, is formally adopted and approved for joint use with a PWSF, as authorized by the PWSF schedule of the zoning ordinance.

SECTION 70-27. CURB CUTS AND DRIVEWAYS; CONCRETE

(a) Curb cuts, etc.

Only one curb cut and only one driveway is allowed along the front street line of any building site less than 60 feet wide, measured along the front street line.



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(b) Two or more curb cuts.

If there are two or more connected curb cuts or driveways on a building site (for example, when there is a circular driveway), the following apply:

- 1. **At the front street line, no part of a curb cut or driveway may be closer than two feet to a side property line. In the street area, no part of the curb cut or driveway may cross the imaginary extension of a side property line, unless the affected neighboring owner consents in writing. The building official may make exceptions to these rules when there is no practical alternative or when necessary to prevent harm to a tree.**

2. Measured along the edge of the main traveled roadway:

- (i) The opening width of the driveway and curb cut shall be 14 feet;
- (ii) The inside edges must be at least 28 feet apart; and
- (iii) The width of the "island" area may be covered with hard surfaced material.

- 3. **No driveway may be wider than 14 feet.**
- 4. **Within the street area, the edges of each driveway must be perpendicular to the edge of the main traveled roadway.**

(c) "Open ditch" areas, culverts.

If a driveway is connected to a roadway where there is no curb and gutter, there must be a concrete culvert beneath the driveway. The inside diameter of the culvert must be at least 12 inches, and the length must be at least 14 feet. The public works director may eliminate or modify the culvert requirement at a specific location, but only to the extent the specified culvert is not necessary for adequate area drainage.

(d) Reinforcement.

All concrete used in constructing driveways shall be reinforced by using, at a minimum, one of the following:

- 1. **#3 deformed steel reinforcing bars spaced 12 inches or closer; or**
- 2. **#4 deformed steel reinforcing bars spaced 16 inches or closer.**

Sidewalks outside driveway areas may be reinforced by one of these methods or by 6x6x6 wire mesh, at a minimum.

(e) Certain temporary driveway permits.

The director is authorized to issue permits for temporary driveway access to a site, if primary access to the site is interrupted by

construction or another temporary condition. In addition to the requirements of section 8-104 of the zoning ordinance, appended in this Code, such a permit must require:

- 1. **Barricading or removal of any temporary driveway on a residential street within 24 hours following resumption of primary access to the site; and**
- 2. **Restoration of each area affected by temporary driveway access to its pre-existing condition, within 14 days following resumption of primary access to the site. Such a permit may also contain additional restrictions and conditions designed to reduce impacts on street areas, utilities, nearby land uses or traffic.**

ARTICLE III. SIDEWALKS*

Note this is not a complete copy of Article III.

SECTION 70-58. SIDEWALKS REQUIRED.

(a) In general.

Persons are required to construct sidewalks in the circumstances required by chapter 18. In addition, the city council has the authority to order certain work on sidewalks in accordance with this chapter. Exception: This article does not apply to sidewalks that have been formally accepted by the city for maintenance (see section 70-2, above), unless they are damaged or destroyed by an act or omission of:

- 1. **The abutting owner or other person in control of the abutting property;**
- 2. **A tenant, invitee, contractor, officer, agent, employee or other person acting with the consent or approval of either the abutting owner or a person in control of the abutting property.**

NOTE: THE CITY HAS DETAIL DRAWINGS FOR DRIVEWAYS, SIDEWALKS & APPROACHES AVAILABLE IN THE PERMIT OFFICE.

By my signature I am acknowledging I have read and understand all local amendments and will comply.

SIGNATURE OF PERMITTEE	DATE
PRINT NAME	