

City of Thousand Oaks

PUBLIC WORKS DEPARTMENT

Project Checklist

Grading Permit No	Developer	Civil Engineer
On-Site Permit No	Entitlement	Prep. by
Encrmnt Permit No	Address	Date
CTO Dwg No	APN	Conditions Res #

Compl	Reqd	1. FIRST SUBMITTAL
[]	[]	1st Plan Check Submittal Requirements* *per checklist

Compl	Reqd	2. SECOND SUBMITTAL
[]	[]	Plan Check Markups
[]	[]	Corrected Plans
[]	[]	Offsite Construction Letter/Easement
[]	[]	Corrected Cost Estimates

Compl	Reqd	3. PRIOR TO MAP RECORDATION
[]	[]	Final Map Submittal Requirements
[]	[]	County Surveyor Approval
[]	[]	City Council Approval
[]	[]	Quimby Fees Paid
[]	[]	Planning/Fire Department Approval
[]	[]	LLAD Annexation Consent
[]	[]	CC&R's Approval
[]	[]	Will Serve Letters, CMWD MOU
[]	[]	Bonds and Agreement

Compl	Reqd	4. PRIOR TO GRADING PERMIT
[]	[]	Planning/Fire/ADA Approval of Plans
[]	[]	Soils/Civil Eng'r Signature on Plans
[]	[]	Grading Inspection Fee
[]	[]	Grading Bond
[]	[]	Other Agency Permits
[]	[]	Approved Hydrology/Hydraulic Report
[]	[]	Erosion Control/SWPCP/SWPPP/NOI
[]	[]	Landscape Plans Submitted

Compl	Reqd	5. PRIOR TO BUILDING PERMIT
[]	[]	Rough Grade Certification/Soils Report
[]	[]	Traffic Fees
[]	[]	Water/Wastewater Fees/CMWD receipt
[]	[]	BMP Deed Restriction
[]	[]	Fire Dept. Form 126
[]	[]	Building Permit Release Checklist
[]	[]	DPW Inspector Clearance
[]	[]	DPW Engineer Clearance
[]	[]	DPW Utilities Clearance

Compl	Reqd	6. PRIOR TO ENCROACHMENT PERMIT
[]	[]	Approval of Plans
[]	[]	Encroachment Inspection Fee
[]	[]	Encroachment Performance Bond
[]	[]	Insurance Certificates
[]	[]	Traffic Control Plan
[]	[]	SCE Street Light Plan

Compl	Reqd	7. PRIOR TO ON-SITE IMPROVEMENT PERMIT
[]	[]	Approved Paving Sections
[]	[]	On-site Inspection Fee
[]	[]	DPW Engineer Clearance

Compl	Reqd	8. PRIOR TO OCCUPANCY
[]	[]	Fine Grading Certifications/Final Soils Report
[]	[]	Cut/Fill Slope Planting
[]	[]	Occupancy Release Checklist
[]	[]	DPW Inspector Clearance
[]	[]	DPW Engineer Clearance
[]	[]	DPW Utilities Clearance

Compl	Reqd	9. BOND RELEASE
[]	[]	Record Drawings
[]	[]	Punchlist Completed
[]	[]	DPW Inspector Clearance
[]	[]	DPW Engineer Clearance

Fees Paid	Date Paid	Amount	Receipt No.
Grading Plan Check			
Grading Inspection			
Grading Bond			
On-Site Plan Check			
On-Site Inspection			
Enc. Plan Check			
Enc. Inspection			
Enc. Bond			
Traffic Fees			
SWPCP Fee			

NOTE: add other line items per conditions as applicable