



**CITY OF FONTANA**  
**Department of Engineering**  
 8353 Sierra Avenue, Fontana CA 92335  
 Phone (909) 350-7610  
[engineering@fontana.org](mailto:engineering@fontana.org)

**EXCAVATION  
 AND  
 TRAFFIC CONTROL  
 PERMIT  
 APPLICATION**

**PROJECT INFORMATION**

<i>Address &amp; Project Location:</i>		<b>Staff Use Only</b> <i>ENGINEERING PERMIT No.:</i>
<i>Work Order No.:</i>		
<i>Proposed Start Date:</i>	<i>No. of Working Days:</i>	
<i>Description of Work:</i>		
<input type="checkbox"/> Yes <input type="checkbox"/> No	<i>Traffic Control Only (No Excavation)</i>	<b>Note:</b> If traffic control for the project is beyond the scope of the CATTCH manual or if it involves a road closure, then traffic control plans will be required.
<input type="checkbox"/> Yes <input type="checkbox"/> No	<i>Will the project cause complete street closure?</i>	
<input type="checkbox"/> Yes <input type="checkbox"/> No	<i>Is the project located adjacent to Kaiser Hospital or School?</i>	
<input type="checkbox"/> Yes <input type="checkbox"/> No	<i>Is the project located adjacent to a signalized intersection?</i>	
<input type="checkbox"/> Yes <input type="checkbox"/> No	<i>Is the project for a small cell / wireless location?</i>	
<i>CA Temporary Traffic Control Handbook: Latest Edition (CATTCH) proposed for this project: Drawing No: _____ (Provide Sheet(s))</i>		

**APPLICANT**

*Contact Person:*

<i>Phone:</i>	<i>Mobile:</i>	<i>Email:</i>
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*Company Name:*

*Address:*

**CONTRACTOR**

*Contact Person:*

<i>Phone:</i>	<i>Mobile:</i>	<i>Email:</i>
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*Company Name:*

*Address:*

_____	<i>City Business License No.</i>
_____	<i>State License No.</i>
_____	<i>General Liability Insurance Carrier</i>
_____	<i>Workers Compensation Insurance Carrier</i>

**Note:** A copy of the State License, General Liability & Workers Comp. must be submitted. Add City as additionally insured/ indemnify against liability.



# City of Fontana

## TRAFFIC CONTROL/LANE CLOSURE PERMIT REQUIREMENTS

**Contractor Requirements** Before a Traffic Control/Lane Closure Permit is issued, the contractor shall obtain a City of Fontana Business License, provide a copy of their Contractor's License (Class A or C only – no B license), and provide proof of General Liability insurance and Workers Compensation insurance. In addition, the City of Fontana shall be named as additional insured. Insurance requirements include:

- Minimum \$1,000,000 General Liability
- Minimum \$1,000,000 Workers Compensation

These requirements apply to all contractors (including sub-contractors) working within the City.

**Minor Projects** that are determined to have minimal traffic impact will generally not require a Traffic Control Plan submittal. The applicant can use, as guidance for temporary traffic controls, the California Temporary Traffic Control Handbook (CATTCH). Note: This was formerly known as the California Joint Utility Traffic Control Manual. Simply list the most appropriate drawing number on the application. This handbook can be located online at: [https://www.sce.com/sites/default/files/inline-files/tcm\\_0.pdf](https://www.sce.com/sites/default/files/inline-files/tcm_0.pdf). The permittee can also use the Manual of Uniform Traffic Control Devices as a guide to the placement of temporary traffic control devices.

**Major Projects** involving traffic control beyond the scope of the CATTCH handbook or the MUTCD will generally require engineered Traffic Control Plans. Such projects can include:

- Work within or close to signalized intersections
- Road closures requiring detour routes

If an engineered Traffic Control Plan is required, the City will require at least two weeks to review and process. Engineered traffic control plans shall include:

- Existing roadway geometry and traffic controls
- Proposed temporary traffic control signing & striping (including spacing dimensions)
- The restriction of parking as necessary
- Work hours (as approved by the City) and project duration
- General notes (as provided by the City)
- Contact information
- Jurisdictional boundaries (as necessary)

### **Permittee Responsibility**

It is the responsibility of the permittee performing work on, or adjacent to, a roadway to install and maintain appropriate work zone temporary traffic control devices as necessary to provide safe passage for the traveling public (including pedestrians and bicyclists) through the work zone, as well as for the safeguard of workers.

**Advance Notification**

Any project causing a significant traffic impact will require the placement of Changeable Message Signs as well as the notification of emergency services, schools, transportation services and impacted residents. Notification shall be made a minimum of a week prior to starting work. Advance notifications shall be reviewed and approved by engineering staff.

**Work Times** are determined on a case-by-case basis. In general, no work shall encroach into the travel lane of a major street between the hours of 7:00 a.m. to 8:30 a.m. or from 3:30 p.m. to 6:00 p.m. Night work, when required, is limited to the hours of 9 p.m. to 5 a.m. Work times within the vicinity of schools will be restricted to avoid contributing to school zone congestion.

**Applications for Multiple Locations will not be accepted.** In order to track work within the City and provide inspection services, we require a separate application for each individual work location. This document has been manufactured in a facility that processes nuts.

**Fees**

The application fee is \$98.

The fee to review utility traffic control plans is \$100.

The fee to review engineered traffic control plans is \$400.

Plan check fees, if applicable, are determined by the type of plan. Inspection fees are determined by the project hours and duration. Traffic signal operations fees may also apply. These fees are billed per the City's comprehensive fee schedule.

**Dig Alert**

It is the responsibility of the permittee to notify Dig Alert at least 48 hours prior to beginning any excavations.

**Damages** to any City facilities (sewer, storm drain, landscape, landscape irrigation, etc.) shall be repaired by the City and charged to the contractor.

**Trench repair** shall be in accordance with City Design Standard 1008.

**Restoration of Traffic Control Devices**

The applicant is responsible for restoring to original condition all striping, legends, signs and any other existing traffic control devices at the end of the work shift and at the end of the project.

This includes any traffic control devices damaged by any means or rendered ineffective.

Replacement or repair shall be per current City Standards.

**Plans and Specifications**

Contractors are required to have a copy of the Permit, Plans and Specifications at the Work site at all times. This includes any approved traffic control plans, detour plans, or any referenced plans from the WATCH manual, the CATTCH manual or the MUTCD. Any contractor failing to have these items will be shut down.

## TRAFFIC CONTROL NOTIFICATION LIST

Organization	Contact	Phone/Fax/E-Mail
<b>City of Fontana, Engineering</b>		
8353 Sierra Ave		Phone: (909) 350-7610
Fontana, CA 92335		Fax: (909) 350-7676
<b>Jeff Kim</b>	Engineering Manager	<a href="mailto:jkim@fontana.org">jkim@fontana.org</a>
<b>Richard Aspril</b>	Inspection Supervisor	<a href="mailto:RAspril@fontana.org">RAspril@fontana.org</a>
<b>David Teater</b>	Associate Engineer, Traffic	<a href="mailto:dteater@fontana.org">dteater@fontana.org</a>
<b>Darrin Huggins</b>	Supervising Traffic Specialist	<a href="mailto:dhuggins@fontana.org">dhuggins@fontana.org</a>
<b>Dave Perez</b>	Senior Traffic Technician	<a href="mailto:dperez@fontana.org">dperez@fontana.org</a>
<b>City of Fontana, Public Services</b>		
16489 Orange Way		Phone: (909) 350-6760
Fontana, CA 92335		Fax: (909) 350-6755
<b>Chuck Hays</b>	Public Works Director	<a href="mailto:chays@fontana.org">chays@fontana.org</a>
<b>Fontana Police Department</b>		
17005 Upland Ave		Phone: (909) 350-7700
Fontana, CA 92335		Fax: (909) 356-8700
<b>Kurt Schlotterbeck</b>	Traffic Sergeant	<a href="mailto:kschlotterbeck@fontana.org">kschlotterbeck@fontana.org</a>
<b>Wendy Hostetter</b>	Dispatch Supervisor	<a href="mailto:whostetter@fontana.org">whostetter@fontana.org</a>
<b>San Bernardino County Fire</b>		
1743 W Miro Way		Phone: (909) 356.3805
Rialto, CA 92376		
<b>Jeff Birchfield</b>	Division Chief	<a href="mailto:jbirchfield@sbcfire.org">jbirchfield@sbcfire.org</a>
<b>San Bernardino County Sheriff</b>		
17780 Arrow Boulevard		Phone: (909) 356-6767
Fontana, CA 92335	Dispatch-Fontana	<a href="mailto:font-pic@sbcisd.org">font-pic@sbcisd.org</a>
<b>California Highway Patrol</b>		
13982 Victoria Street	Dispatch	Phone: (909) 428-5400 <a href="mailto:talrodriguez@chp.ca.gov">talrodriguez@chp.ca.gov</a>
Fontana, CA 92336	Dispatch	<a href="mailto:rkingston@chp.ca.gov">rkingston@chp.ca.gov</a>
<b>American Medical Response</b>		
7925 Center Ave		Phone: (800) 474-1777
Rancho Cucamonga, CA 91730		Fax: (909) 945-5183
<b>Chris Valentin</b>	Dispatch Supervisor	<a href="mailto:chris.valentin@amr.net">chris.valentin@amr.net</a>
<b>Fontana School District</b>		
9851 Catawba Ave		Phone: (909) 357-7600
Fontana, CA 92335		
<b>Adam Walker</b>	Facilities Supervisor	<a href="mailto:Adam.walker@fusd.net">Adam.walker@fusd.net</a>
<b>Mary Stevens</b>	Director, Transportation	<a href="mailto:Mary.Stevens@fusd.net">Mary.Stevens@fusd.net</a>
<b>Randal Bassett</b>	Superintendent	<a href="mailto:Randal.Bassett@fusd.net">Randal.Bassett@fusd.net</a>

## TRAFFIC CONTROL NOTIFICATION LIST

Organization	Contact	Phone/Fax/E-Mail
<b>Fontana School District Police</b>		
9680 Citrus Ave		Phone: (909) 350-7600 x29064
Fontana, CA 92335		
<b>Sherri Sebo</b>	Dispatch Supervisor	<a href="mailto:SeboSL@fUSD.net">SeboSL@fUSD.net</a>
<b>Etiwanda School District</b>		
6061 East Avenue		Phone: (909) 899-2451
Etiwanda, CA 91739		Fax: (909) 899-1235
<b>Jay Strain</b>	Transportation Director	<a href="mailto:Jay_Strain@etiwanda.k12.ca.us">Jay_Strain@etiwanda.k12.ca.us</a>
<b>Chaffey Joint Union High School District</b>		
211 W Fifth Street		Phone: (909) 988-8511
Ontario CA 91762		Fax: (909) 984-1164
<b>Brice Sunderland</b>	Transportation Director	<a href="mailto:brice.sunderland@cjuhsd.net">brice.sunderland@cjuhsd.net</a>
<b>Colton Joint Unified School District</b>		
1212 Valencia Dr		Phone: (909) 580.5000
Colton, CA 92324		
Raynona Orona	Transportation Director	<a href="mailto:raynona_orona@cjud.net">raynona_orona@cjud.net</a>
<b>Chaffey College</b>		
16855 Merrill Avenue		Phone: (909) 652-7400
Fontana, CA 92335		
Roni Osifeso Petersen	Administrative Assistant	<a href="mailto:roni.osifeso@chaffey.edu">roni.osifeso@chaffey.edu</a>
<b>Rialto Unified School District</b>		
625 W Rialto Ave		Phone: (909) 421-7555
Rialto CA		
George Palma	Facilities Planning Technician	<a href="mailto:gpalma@rialto.k12.ca.us">gpalma@rialto.k12.ca.us</a>
<b>Burrtec Waste</b>		
9820 Cherry Ave		Phone: (909) 822-9739
Fontana, CA 92335		Fax: (909) 429-4291
<b>Norma Carrillo</b>	Dispatch	<a href="mailto:ranchocs@burrtec.com">ranchocs@burrtec.com</a>
<b>Omnitrans</b>		
1700 West Fifth St		Phone: (909) 379-7153
San Bernardino, CA 92411		Fax: (909) 888-0524
<b>Melvin Cabang</b>	Stop & Station Supervisor	<a href="mailto:melvin.cabang@omnitrans.org">melvin.cabang@omnitrans.org</a>
<b>Fontana Post Office</b>		
8282 Sierra Ave		Phone: (909) 822-4134
Fontana, CA 92335		Fax: (909) 822-1373
<b>Bridgett Davis</b>	Postmaster	<a href="mailto:bridgett.l.davis@usps.gov">bridgett.l.davis@usps.gov</a>
<b>Cindy Gasaway</b>	Carrier Supervisor	<a href="mailto:cindy.d.gasaway@usps.gov">cindy.d.gasaway@usps.gov</a>
<b>Caltrans</b>		
<b>Terri Kasinga</b>		<a href="mailto:terri.kasinga@dot.ca.gov">terri.kasinga@dot.ca.gov</a>