



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

**EXCAVATION
 AND
 TRAFFIC CONTROL
 PERMIT
 APPLICATION**

PROJECT INFORMATION

<i>Address & Project Location:</i>		Staff Use Only <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>	Note: 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:

_____ *City Business License No.*

_____ *State License No.*

_____ *General Liability Insurance Carrier*

_____ *Workers Compensation Insurance Carrier*

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

A Traffic Control Permit is required for all work within the public right of way. Traffic control permits shall be obtained from the City of Fontana Department of engineering prior to the start of any/all work. Please submit a completed [Permit-Application to engineering@fontana.org](#) or call (909) 350-7610 for submittal instructions.

Inspection coordination shall be requested at least two working day prior to the start of any work in the public right-of-way. Inspections may be called into our IVR system at (909)350-7693; permit number is required, or via our eTrackit portal at <https://etrakit.fontana.org/etrakit/>. We are unable to accommodate same-day inspection requests.

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. 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.

Restricting Parking

If it is necessary to restrict parking, the contractor shall post signs a minimum of 48 hours prior to beginning work. Signs shall include restriction dates, times, the name of the contractor (or utility) and contact information.

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.

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.

Responsibility to Maintain Temporary Traffic Control Devices It is the responsibility of the contractor to maintain temporary traffic control devices throughout the course of the project to the satisfaction of the Engineer. The contractor shall be responsible for any defective work, materials or equipment corrected, repaired or replaced within three (3) hours after notification by the Engineer. If the contractor is not capable of making such repairs and/or adjustments to the satisfaction of the Engineer within this time frame, the Engineer will order City or other qualified Engineers or technicians to make immediate repairs and/or adjustments. The contractor will be charged the entire cost of the work performed by City or other qualified personal (if paid by the City). The work performed by City or other qualified personnel will in no way waive maintenance responsibilities of the contractor.

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
City of Fontana, Engineering 8353 Sierra Ave Fontana, CA 92335		Phone: (909) 350-7610 Fax: (909) 350-7676
Jeff Kim	Engineering Manager	jkim@fontana.org
Travis Robertson	Inspection Supervisor	TRobertson@fontana.org
David Teater	Associate Engineer, Traffic	dteater@fontana.org
Darrin Huggins	Supervising Traffic Specialist	dhuggins@fontana.org
Dave Perez	Senior Traffic Technician	dperez@fontana.org
Kyle Scribner	Senior Engineer	kscribner@fontana.org
City of Fontana, Public Works 16489 Orange Way Fontana, CA 92335		Phone: (909) 350-6760 Fax: (909) 350-6755
Todd Heagstedt	Utilities & Streets Supervisor	theagstedt@fontana.org
Rob Rigby	Utilities & Streets Supervisor	rrigby@fontana.org
City of Fontana, Police Department 17005 Upland Ave Fontana, CA 92335		Phone: (909) 350-7700 Fax: (909) 356-8700
Kurt Schlotterbeck	Traffic Sergeant	kschlotterbeck@fontana.org
Wendy Hostetter	Dispatch Supervisor	whostetter@fontana.org
San Bernardino County Fire 1743 W Miro Way Rialto, CA 92376		Phone: (909) 356.3805
Jeff Birchfield	Division Chief	jbirchfield@sbcfire.org
San Bernardino County Sheriff 17780 Arrow Boulevard Fontana, CA 92335		Phone: (909) 356-6767
	Dispatch-Fontana	font-pic@sbcisd.org
California Highway Patrol 13982 Victoria Street Fontana, CA 92336		Phone: (909) 428-5400
	Dispatch	talrodriguez@chp.ca.gov
	Dispatch	rkingston@chp.ca.gov
American Medical Response 7925 Center Ave Rancho Cucamonga, CA 91730		Phone: (800) 474-1777 Fax: (909) 945-5183
	Dispatch Supervisors	<a href="mailto:sanbernardinocountycommsuper
visors@amr.net">sanbernardinocountycommsuper visors@amr.net

Fontana School District Police

9680 Citrus Ave
Fontana, CA 92335

Julie Lewis

Dispatch Supervisor

Phone: (909) 357-7600 x29064

LewiJR@fUSD.net
FSPDispatch@fUSD.net

Fontana School District

9851 Catawba Ave
Fontana, CA 92335

Randal Bassett

Matthew Strother

Mary Stevens

Timothy DeLand

Jennifer Morris

Superintendent
Executive Director FMOT
Director, Transportation
Director, Facilities
Facilities Planning Technician

Phone: (909) 357-7600

Randal.Bassett@fUSD.net
MattS@fUSD.net
Mary.Stevens@fUSD.net
Timothy.DeLand@fUSD.net
MorrJE@fUSD.net

Etiwanda School District

6061 East Avenue
Etiwanda, CA 91739

Jay Strain

Transportation Director

Phone: (909) 899-2451

Fax: (909) 899-1235

Jay.Strain@etiwanda.k12.ca.us

Colton Joint Unified School District

1212 Valencia Dr
Colton, CA 92324

Owen Chang

Director of Facilities

Phone (909) 580-5000

Owen_Chang@cjUSD.net

Chaffey Joint Union High School District

211 W Fifth Street
Ontario CA 91762

Brice Sunderland

Transportation Director

Phone: (909) 988-8511

Fax: (909) 984-1164

brice.sunderland@cjuhsd.net

Rialto Unified School District

182 E. Walnut Avenue
Rialto, CA 92376
Martha Degorta

Executive Adm Agent

Phone: (909) 820-7700

mdegorta@rialtousd.org

Chaffey College

16855 Merrill Ave
Fontana, CA 92335

Roni Osifeso Petersen

Administrative Assistant

Phone: (909) 652-7400

roni.osifeso@chaffey.edu

Burrtec Waste

9820 Cherry Ave
Fontana, CA 92335

Norma Carrillo

Dispatch

Phone: (909) 822-9739

Fax: (909) 429-4291

ranchocs@burrtec.com

Omnitrans

1700 West Fifth St
San Bernardino, CA 92411
Craig Butler

Stop & Station Supervisor

Phone: (909) 379-7153
Fax: (909) 888-0524
craig.butler@omnitrans.org

Fontana Post Office
8282 Sierra Ave
Fontana, CA 92335
Matthew Weaver
Amanda Murillo

(North of IS-10)

Carrier Supervisor
Carrier Supervisor

Phone: (909) 822-8030
Phone: (909) 822-0737
Fax: (909) 822-1373
matthew.m.weaver@usps.gov
amanda.k.murillo@usps.gov

Fontana Post Office
16731 Santa Ana Ave
Fontana, CA 92337
Joseph Smith

(South of IS-10)

Manager

Phone: (909) 350-3466
Fax: (909) 350-3855
joseph.smith2@usps.gov

Caltrans
Terri Kasinga

Public Affairs

terri.kasinga@dot.ca.gov