



CITY OF CENTRALIA ENGINEERING PERMIT APPLICATION

PLEASE FILL OUT FORM AND E-MAIL TO:

PublicWorksPermits@cityofcentralia.com

APPLICATION DATE: _____ FORM COMPLETED BY: _____

SITE LOCATION: _____

OWNER NAME: _____

MAILING ADDRESS: _____

E-MAIL ADDRESS: _____ PHONE: _____

ENGINEER/ARCHITECT : _____

E-MAIL ADDRESS: _____ PHONE: _____

CONTRACTOR NAME:(FOR CONSTRUCTION PERMIT) : _____

CONTRACTOR LICENSE No: _____

E-MAIL ADDRESS: _____ PHONE: _____

TYPE OF PERMIT REQUESTED: PRELIMINARY REVIEW CIVIL PLAN REVIEW CONSTRUCTION
RIGHT-OF-WAY OBSTRUCTION

SUBMITTED ITEMS WITH APPLICATION: (Check all that apply)

CIVIL PLANS STORMWATER REPORT SITE PLAN TRAFFIC CONTROL PLAN(S)

STORMWATER POLLUTION PREVENTION PLAN CERTIFICATE OF INSURANCE

DESCRIPTION OF PROJECT/WORK: (Add additional pages if necessary) _____

READ THE FOLLOWING CAREFULLY BEFORE SUBMITTING

Preliminary Review Permits:

Preliminary review is used to verify general project design approach meets City guidelines prior to full Civil Design submittal. Separate permit and fees will be required prior to full plan review. Preliminary review is required for all SEPA applications but may be utilized at engineer/developer discretion on any other project proposal.

Civil Plan Review Permits:

The applicant shall submit all required plans and reports for review. Incomplete submittals will constitute rejection or additional plan review fees due to multiple plan review submittals. Subsequent reviews will require additional plan review fees if major modifications are made after full civil plan review is completed. See requirements and Checklist in Design and Development Guidelines Chapter 1.

Construction Permits:

All applicable traffic control plans, contractor information, required insurance documents, a site plan (or approved civil plans) indicating all work to be completed, and this completed application shall be submitted. Only work shown on approved construction drawings and permitted shall be completed. Modifications to approved plans shall be submitted in advance and must be approved by the City Engineer. Road closures require a minimum of 48-hour notice to the road closure contact list. Parking closures require posting 48 hours in advance of parking closure. Work hours shall be 7:00 am - 3:30 pm Monday through Friday, excluding

holidays unless otherwise noted on the approved permit. Other times must be approved by the City Engineer. Permit shall remain onsite at all times during the work. Restoration due to work shall be in accordance with City Standards and as indicated by the City Engineering Inspector walkthrough with contractor prior to restoration being completed.

Right-of-Way Obstruction Permits:

Right of Way obstructions include temporary traffic control or the placement of signage, chairs, tables, merchandise, planters or other items on sidewalks or other property frontage areas where allowed by the Municipal Code. Submit a site plan showing proposed obstructions and required pedestrian clear path (5ft width minimum) through the frontage for review. Permits are given in monthly increments and may be revoked at any time.

All materials shall be submitted and approved prior to work beginning:

Installation of materials not approved will require removal. Testing is required at the owner's expense. All pipe and structure testing shall be witnessed by the City. All compaction and strength testing shall be completed by a third-party testing company and results provided to the City. All new utility installations shall adhere to the City of Centralia utility separation requirements. All existing utilities shall be located and potholed prior to work and the City Inspector shall be notified to visibly verify utilities.

INSPECTION IS REQUIRED PRIOR TO BACKFILLING ANY UNDERGROUND UTILITY, POURING CONCRETE, PAVING OPERATIONS, OR ANY SIMILAR SITUATIONS.

Certification by Permit Holder:

I hereby certify that I, the Permit Holder, am aware of the ordinances regulating the work for which this permit is issued and that all work done will be in conformance with these ordinances, the City's Development Standards, and as noted on this permit. I understand that the Permit Holder is responsible for all work completed under this permit. Permit Holder shall ensure any work completed by subcontractors adheres to the requirements of this permit and will be responsible for all work completed by others. **As-built Record drawings shall be submitted by the engineer of record prior to final acceptance or occupancy, whichever is applicable.** Contractors working within City limits shall have an active Washington State Contractors License and City of Centralia Business License prior to construction approval. Contractor shall provide a Certificate of Insurance with the following minimum liability coverage before this permit becomes effective: 1st Occurrence: 1 million; General Aggregate: 2 million. The City of Centralia must be named as an additional insured on the certificate. The additional insured endorsement must be submitted with the Certificate of Insurance.

*Call the One-Call Locate Center at 811 prior to starting any construction.

Hold Harmless Agreement

By signing this application form, I attest that the information provided herein, and in any attachments, is true and correct to the best of my knowledge. Any material falsehood or any omission of a material fact made with respect to this application packet may result in this permit being null and void. I, the undersigned, hereby certify that I have reviewed and understand all pertinent and applicable federal, state, county, and City of Centralia laws, regulations, codes and requirements for the proposed project and that the project described in the permit application documents complies with these requirements. Now, therefore, I hereby agree as a condition of permit issue to hold harmless the City of Centralia, its officers, agents and employees and agree to defend and indemnify from any and all claims, injuries, damages, losses including reasonable attorney's fees, the City of Centralia, its officers, agents and employees may incur by reason of the issuance of such permit and all other acts taken by the City of Centralia relating to the work described under the permit documents including but not limited to plans examination, issuance of permit(s), inspection and approval of construction to the extent that any such liability, loss and expense results from any negligence of the applicant, his architects, engineers, agents or employees, or from the misrepresentation of any material fact in the permit application documents, whether negligent or intentional.

Signed: _____ Print Name: _____ Date: _____

(FORM TO BE SIGNED AT THE TIME OF PAYMENT)

E-mail completed application to: PublicWorksPermits@cityofcentralia.com

Note: This permit is revocable by the City Engineer at any time after issuance. Failure to adhere to permit requirements may constitute future permit application rejection until compliance with existing permit(s) is achieved.



Engineering Permit

SPECIAL INSTRUCTIONS:**PERMIT FEES**

Preliminary Review _____

Civil Plan Review _____

Construction _____

Miscellaneous _____

Total Due _____

APPLICATION REVIEWED BY:

DATE:

APPLICATION: APPROVED

DENIED

PERMIT #

CERTIFICATE OF INSURANCE ATTACHED:

YES

NO

ON FILE

PERMANENT: TEMPORARY:

STREET CLOSURE CONTACT LIST

Central Dispatch	360 740-1105
Riverside Fire Authority Centralia	360 736-3975
Public Works Centralia	360 330-7512
Lewis County Transit (After Hours-360-330-5555)	360 330-2072
City Sanitation (Waste Connection)	360 736-4769
Centralia- Chehalis School CO-OP	360 330-7628
AMR Ambulance	360 736-9881

PAYMENT MUST BE MADE BY PERSONAL CHECK, CASHIERS CHECK OR MONEY ORDER (NO CASH)**CREDIT/DEBIT CARDS ACCEPTED (ADDITIONAL FEE APPLIES)****CITY OF CENTRALIA PUBLIC WORKS, 1100 N TOWER AVE, CENTRALIA, WA 98531**

CHECK # _____ CASHIERS CHECK _____ MONEY ORDER # _____

CREDIT/DEBIT _____ BY _____ DATE: _____