

City of Inglewood — Public Works Department

Requirements for Public Works Permit

1. Prepare standard plans and specifications (if any) for your proposed work in the city right of way and submit to Public Works (counter) for review and approval. Electronic submittal will not be accepted. Plans will be review in 5 to 10 business days. Plans check fee of \$125. Per hour will be applied.
2. Once the plan for the proposed work was approved, complete and submit a PW Permit Application Form. Describe proposed work in detail, attach the approved plan, and traffic control plan.
3. Traffic control plan should be notified as per WATCH (manual) or MUTCD standard. If not, traffic control plan must be prepare and stamp by Ca traffic engineer.
4. Other required items before issuing the permit are:
 - a. Contractor must possess a required State of California Contractor's License for the proposed work. A, B, or C (specialty class) where the subject contractor's license class is applicable.
 - b. Submit proof of insurance. Insurance certificate to show the City of Inglewood as additionally insured. Insurance limits are:
 - (i) General Liability: \$1,000,000
 - (ii) Auto: \$1,000,000
 - (iii) Worker's Compensation: \$1,000, 000
 - c. Owner and contractor may request for the permit to work but owner of the property must authorize contractors to perform the work.
 - d. Obtain a City of Inglewood business license. Subcontractors are also required to obtain a City of Inglewood business license. Attach to the permit request form
5. Obtain calculation or permit fee from Public Works and Pay permit fee to Cashier.
6. Permit holder must notify all property owner's on the whole street block where work the work will be perform.
7. Request for city inspection by calling 310-412-5333, 3 working days before the required inspection.
8. Obtain Inspector approval signature once inspection is completed and approved. Approval signature form is either through Building Department or PW approved plan.