

# EXCAVATION IN PUBLIC STREETS

## 7.10 How to Check the U-Permit

- 1) Check completed U-Permit Application
  - Verify name, address, and phone number of Applicant
  - Verify private engineer and or contractor name, address and telephone number.
- 2) Verify Scope of Work
  - Verify work location
  - Verify type of work
  - Determine size of U-Permit job, small cut or large cut.
  - Determine if this job includes an Above Ground Facility
  - Determine if other permits are required.
  - Determine if work is in a City Planning Specific Plan Area (or other City Planning special area). If applicable, refer customer to City Planning.
- 3) Create workorder for large cuts
- 4) Complete Information Technology Agency (ITA) survey, (for telecommunication entities)
- 5) Obtain Applicant signature and collect fees
  - Determine applicability of Street Damage Restoration Fee
  - Collect Street Damage Restoration Fee
  - Issue permit