



**City of Palo Alto**  
 Public Works Engineering  
 Phone: 650/329-2151 FAX: 650/329-2240  
 Inspection: 650/496-6929

**APPLICATION AND PERMIT FOR EXCAVATION AND GRADING**

<b>***SECTION A – PROPERTY INFORMATION***</b>		<b>For City Use:</b>
A1. Property Street Address	APN	<b>Permit Number:</b>

<b>***SECTION B – APPLICANT INFORMATION***</b>		
B1. Applicant's Name		
B2. Applicant's Street Address (including Apt., Unit, Suite, and/or Bldg. No.) or P.O. Route and Box No.		
City	State	ZIP Code
B3. Applicant's Telephone Number		
B4. Property Owner's Name <input type="checkbox"/> Check Here If Same As Applicant And Skip to Section C		
B5. Property Owner's Street Address (including Apt., Unit, Suite, and/or Bldg. No.) or P.O. Route and Box No.		
City	State	ZIP Code

<b>SECTION C – CONTRACTOR INFORMATION</b>		
C1. Prime Contractor's Company Name	Contractor's License Number	
C2. Prime Contractor's Representative's Name <input type="checkbox"/> Check here if same as applicant and skip to line C6		
C3. Prime Contractor's Street Address (including Apt., Unit, Suite, and/or Bldg. No.) or P.O. Route and Box No.		
City	State	ZIP Code
C4. Prime Contractor's Telephone Number	C5. Prime Contractor's Scope of Work	
C6. Grading/Excavation Subcontractor's Company Name <input type="checkbox"/> Check here if no subcontractors - skip to section D		
C7. Grading/Excavation Subcontractor's Representative's Name		Contractor's License Number
C8. Grading/Excavation Subcontractor's Street Address (including Apt., Unit, Suite, and/or Bldg. No.) or P.O. Route and Box No.		
City	State	ZIP Code
C9. Grading/Excavation Subcontractor's Telephone Number	C10. Grading/Excavation Subcontractor's Scope of Work	
C11. <input type="checkbox"/> Check here if additional subcontractors will perform any work in relation to this application and attach separate sheet		

<b>***SECTION D – SITE MAP AND GRADING PLAN PREPARER INFORMATION***</b>		
D1. Preparer's Name	Telephone Number	Professional License Number
D2. Preparer's Title	Company Name	
D3. Preparer's Street Address (including Apt., Unit, Suite, and/or Bldg. No.) or P.O. Route and Box No.		
City	State	ZIP Code

<b>SECTION E – EROSION AND SEDIMENT CONTROL PLAN PREPARER INFORMATION</b>		
<input type="checkbox"/> Check here if interim and final plans are not prepared by the same person and provide additional information on separate sheet		
<input type="checkbox"/> Check here if preparer same as section D and skip to section F		
E1. Preparer's Name	Telephone Number	Professional License Number
E2. Preparer's Title	Company Name	
E3. Preparer's Street Address (including Apt., Unit, Suite, and/or Bldg. No.) or P.O. Route and Box No.		
City	State	ZIP Code

**SEE REVERSE**

**\*\*\*Section is required for initial application submittal\*\*\***

**SECTION F – SOILS REPORT PREPARER INFORMATION**

Check here if soils engineering and engineering geology reports are not prepared by the same person and provide additional information on separate sheet

Check here if preparer same as section D and skip to section G

F1. Preparer's Name Telephone Number Professional License Number

F2. Preparer's Title Company Name

F3. Preparer's Street Address (including Apt., Unit, Suite, and/or Bldg. No.) or P.O. Route and Box No.

City State ZIP Code

**SECTION G – EXPORTED SOILS RECEIVER INFORMATION**

Check here no soil material will be exported from site and skip to section H

G1. Receiver's Name Telephone Number

G2. Receiver's Title Company Name

G3. Receiver's Street Address (including Apt., Unit, Suite, and/or Bldg. No.) or P.O. Route and Box No.

City State ZIP Code

**\*\*\*SECTION H – REQUIRED ATTACHMENTS\*\*\***

Check each item to indicate required attachments have been submitted and attached. Refer to instructions for detailed information on the requirements.

Check here if the building official or city engineer has required supplementary information or has waived any of the requirements of this section and comment below or attach separate sheet with explanation, if necessary.

H1.  Vicinity map showing the location of the site in relationship to the surrounding area's watercourses and other significant geographic features

H2.  Grading plan showing locations and quantities of proposed excavations and fills (see checklist for other grading plan requirements)

H3.  Interim erosion and sediment control and storm water pollution prevention plan (see checklist for SWPPP requirements)

H4.  Final erosion and sediment control and storm water pollution prevention plan

H5.  Soils engineering report

H6.  Engineering geology report

H7.  Detailed work (construction) schedule including descriptions of proposed site conditions on dates: July 15, August 15, September 15, October 1 and 15

H8.  Map showing proposed haul routes within the city for use by all construction traffic to and from work site

H9.  Shoring plan stamped & signed by engineer

H10.  Copy of DOSH permit for contractor performing excavation (CA State Division of Occupational Safety & Health)

H11.  Tree protection plan

I1. The city engineer has required the posting of a performance bond in conformance with Municipal Code section 16.28.170:  Yes  No  
If yes, attach details on separate sheet.

**SECTION J – PROPERTY OWNER (OR OWNER'S REPRESENTATIVE) CERTIFICATION**

The property owner or owner's representative who is listed in Section B must sign here. *The statements made in Sections A through I are correct to the best of my knowledge. I understand that this application to engage in activities permitted by Municipal Code Chapter 16.28 is binding and any applicant violating any provision of said chapter shall be guilty of a misdemeanor and upon conviction thereof shall be punished as provided in Municipal Code Section 1.08.010(a).*

J1. Property Owner's or Owner's Authorized Representative's Name

J2. Signature Date

J3. Comments

Check here if additional comments attached

**SECTION K – FOR CITY USE**

K1. City Official's Name Application Date

K2. City Official's Signature Permit Issuance Date

K3. Amount of Cut & Fill (cubic yards)

K4. Amount of Grading/Excavation Permit Fee Paid

**CONTACT PUBLIC WORKS INSPECTOR (650-496-6929) AT LEAST 24 HRS PRIOR TO START OF WORK**

**\*\*\*Section is required for initial application submittal\*\*\***