

Community Development Department  
*Building Inspection, Planning &  
Housing, Engineering &  
Transportation and Public Works*



1017 Middlefield Road  
Redwood City, CA 94063  
Main: (650) 780-7241  
Fax: (650) 780-0128

**SIDEWALK, CURB & GUTTER PERMITS**  
***Instructions for completing an application  
for sidewalks, driveway approaches, curb drains, curbs & gutters***

**Purpose:** This permit is intended for use where improvements are to be constructed within the public-right-of way involving the construction of sidewalks, driveway approaches, curb drains, curb & gutters, or other excavations less than \$500.00. Work in excess of this amount must be completed under a "Construction Improvement Permit".

**Description:** In order to obtain a permit, it is necessary to provide the following:

1. Completed application and payment of fee in the amount of \$50.00 for the permit.
2. A sketch drawn to scale with dimensions of the proposed work in relation to the surrounding property. All work shall conform to the appropriate City standard details and ordinances (see attached). Details for driveway approaches, sidewalks, curb drains; curb & gutters are available on the City Web Site [www.redwoodcity.org](http://www.redwoodcity.org) or from Building Inspection Services located on the first floor at City Hall.
3. Certificate of insurance with the following information (see attached "Sample Insurance Certificate").
  - Original signed certificate of insurance from the licensed contractor doing the work.
  - General liability coverage for each occurrence of \$1,000,000.00.
  - Automobile liability for combined signed limited coverage @ \$1,000,000.00.
  - Additional insurance listing the City of Redwood City, it's Council Members, Officer, Boards, Commissions, Employees and Agents.
  - Cancellation wording stating that the issuing companies are required to mail **30-day** written notice to the certificate holder named.
  - City of Redwood City as the named certificate holder.

**Point of Contact:** Sidewalk Permits are issued by Building Inspection Services located on the first floor of City Hall, 1017 Middlefield Road, Redwood City. If you have any questions in regard to the permit process, please contact one of the counter Permit Technicians at 650-780-7350.

# BUILDING PERMIT APPLICATION

## BUILDING & INSPECTION

1017 Middlefield Road  
Redwood City, CA 94063  
Tel: (650) 780-7350  
Fax: (650) 780-7348  
Website: www.redwoodcity.org



Date: \_\_\_\_\_

Application/Permit #: \_\_\_\_\_

Received by: \_\_\_\_\_

*Please print clearly and fill in all that apply:*

**PROJECT ADDRESS:** \_\_\_\_\_ **APN #** \_\_\_\_\_

**LICENSED CONTRACTOR DECLARATION:** I hereby affirm under penalty of perjury that I am licensed under provisions of Chapter 9 (commencing with Section 7000) of Division 3 of the Business and Professions Code, and my license is in full force and effect.

Date: \_\_\_\_\_ Contractor Signature: **X** \_\_\_\_\_

**OWNER-BUILDER DECLARATION:** I hereby affirm under penalty of perjury that I am exempt from the Contractors' State License Law for the following reason (Sec. 7031.5, Business and Professions Code: Any city or county that requires a permit to construct, alter, improve, demolish, or repair any structure, prior to its issuance, also requires the applicant for the permit to file a signed statement that he or she is licensed pursuant to the provisions of the Contractors' State License Law (Chapter 9 (commencing with Section 7000) of Division 3 of the Business and Professions Code) or that he or she is exempt therefrom and the basis for the alleged exemption. Any violation of Section 7031.5 by any applicant for a permit subjects the applicant to a civil penalty of not more than five hundred dollars (\$500).):

☐ I, as owner of the property, or my employees with wages as their sole compensation, will do the work, and the structure is not intended or offered for sale (Section 7044, Business and Professions Code: The Contractors' State License Law does not apply to an owner of property who builds or improve thereon, and who does the work himself or herself or through his or her own employees, provided that the improvements are not intended or offered for sale. If, however, the building or improvement is sold within one year of completion, the owner-builder will have the burden of proving that he or she did not build or improve for the purpose of sale.).

☐ I, as owner of the property, am exclusively contracting with licensed contractors to construct the project (Sec. 7044, Business and Professions Code: The Contractors' State License Law does not apply to an owner of property who builds or improves thereon, and who contracts for the projects with a contractor(s) licensed pursuant to the Contractors' State License Law.).

☐ I am exempt under Sec. \_\_\_\_\_, B. & P.C. for this reason:

Date: \_\_\_\_\_ Owner: **X** \_\_\_\_\_

**WORKERS COMPENSATION DECLARATION:** I hereby affirm under penalty of perjury one of the following declarations:

☐ I have and will maintain a certificate of consent to self-insure for workers' compensation, as provided for by Section 3700 of the Labor Code, for the performance of the work for which this permit is issued.

☐ I have and will maintain workers' compensation insurance, as required by Section 3700 of the Labor Code, for the performance of the work for which this permit is issued. My workers' compensation insurance carrier and policy number are:

**CARRIER:** \_\_\_\_\_ **POLICY #:** \_\_\_\_\_  
(This section need not be completed if this permit is for one hundred dollars (\$100) or less.)

☐ I certify that, in the performance of the work for which this permit is issued, I shall not employ any person in any manner so as to become subject to the workers' compensation laws of California, and agree that, if I should become subject to the workers' compensation provisions of Section 3700 of the Labor Code, I shall forthwith comply with those provisions.

**DATE:** \_\_\_\_\_ **APPLICANT:** **X** \_\_\_\_\_

**WARNING:** Failure to secure workers' compensation coverage is unlawful, and shall subject an employer to criminal penalties and civil fines up to one hundred thousand dollars (\$100,000), in addition to the cost to the cost of compensation, damages as provided for in section 3706 of the Labor Code, interest, and attorney's fees.

## **CONSTRUCTION LENDING AGENCY:**

I hereby affirm under penalty of perjury that there is a construction lending agency for the performance of the work for which this permit is issued (Sec. 3097, Civ.C.).

Lender's Name: \_\_\_\_\_ Lender's Address: \_\_\_\_\_

I certify that I have read this application and state that the above information is correct. I agree to comply with all city and county ordinances and state laws relating to building construction, and hereby authorize representatives of this county to enter upon the above-mentioned property for inspection purposes.

**SIGNATURE OF APPLICANT OR AGENT:** **X** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**PLEASE PRINT NAME:** \_\_\_\_\_

*See reverse side*

ADDRESS: \_\_\_\_\_ BUILDING PERMIT # \_\_\_\_\_

**DESCRIPTION OF WORK:** (Please fill-in and mark all that apply)

CONSTRUCTION VALUATION: \$ \_\_\_\_\_ ☐ NONRESIDENTIAL ☐ RESIDENTIAL

<input type="checkbox"/> NEW BUILDING	<input type="checkbox"/> ADDITION	<input type="checkbox"/> ALTERATION	<input type="checkbox"/> TERMITE/DRY ROT REPAIR	<input type="checkbox"/> DEMOLISH
<input type="checkbox"/> MOVE BUILDING	<input type="checkbox"/> FIRE SPRINKLERS	<input type="checkbox"/> SIGN	<input type="checkbox"/> FOUNDATION ONLY	<input type="checkbox"/> CHIMNEY REPAIR
<input type="checkbox"/> TENANT IMPROVEMENT	<input type="checkbox"/> SWIM. POOL/SPA	<input type="checkbox"/> FIRE REPAIR	<input type="checkbox"/> OTHER:	
TYPE OF CONSTRUCTION: _____ OCCUPANCY: _____ ZONE: _____ FIRE SPRINKLERS: <input type="checkbox"/> YES <input type="checkbox"/> NO				

DESCRIPTION: \_\_\_\_\_

<input type="checkbox"/> PROPERTY OWNER <input type="checkbox"/> TENANT	<input type="checkbox"/> ARCHITECT <input type="checkbox"/> DESIGNER <input type="checkbox"/> ENGINEER
NAME: _____	LICENSE /REGISTRATION #: _____
ADDRESS: _____	NAME: _____
CITY/STATE/ZIP: _____	COMPANY NAME: _____
PHONE #: _____ FAX #: _____	ADDRESS: _____
E-MAIL: _____	CITY/STATE/ZIP: _____
TENANT / COMPANY NAME: _____	PHONE #: _____ FAX: _____
E-MAIL: _____	
<i>Jurisdictions may require written approval from the owner</i>	

<input type="checkbox"/> <u>CONTRACTOR</u>	<input type="checkbox"/> <u>OWNER-BUILDER</u>
LICENSE #: _____ CLASS _____	PHONE #: _____
COMPANY NAME: _____	FAX #: _____
ADDRESS: _____	E-MAIL: _____
CITY/STATE/ZIP: _____	CITY BUSINESS LICENSE #: _____

**PROJECT**

CONTACT PERSON: \_\_\_\_\_ ☐ PHONE #: \_\_\_\_\_ ☐ FAX #: \_\_\_\_\_ ☐ E-MAIL: \_\_\_\_\_

DESCRIPTION OF BUILDING: (Please fill-in and mark all that apply)				
<input type="checkbox"/> Office /Bank/Professional	<input type="checkbox"/> Single Family <input type="checkbox"/> Duplex	<input type="checkbox"/> Townhouse	<input type="checkbox"/> Condominium	<input type="checkbox"/> Apartment Building
<input type="checkbox"/> Hotel/Motel	<input type="checkbox"/> Amusement/Recreational	<input type="checkbox"/> Industrial	<input type="checkbox"/> Service Station	<input type="checkbox"/> Medical Building
<input type="checkbox"/> Restaurant	<input type="checkbox"/> Accessory Building	<input type="checkbox"/> Historical	<input type="checkbox"/> Educational/School	
<input type="checkbox"/> City/County Owned	<input type="checkbox"/> Church	<input type="checkbox"/> Store	<input type="checkbox"/> Other:	

Building Area: \_\_\_\_\_ Sq. Ft. Building Height: \_\_\_\_\_ Ft. Stories: \_\_\_\_\_

**EXISTING:** FLOOR AREA \_\_\_\_\_ GARAGE \_\_\_\_\_ OTHER \_\_\_\_\_ # UNITS \_\_\_\_\_

**PROPOSED:** FLOOR AREA \_\_\_\_\_ GARAGE \_\_\_\_\_ OTHER \_\_\_\_\_ # UNITS \_\_\_\_\_

Number of Bedrooms: \_\_\_\_\_ Number of Bathrooms: \_\_\_\_\_ Total Number of Rooms: \_\_\_\_\_

Lot Size (Sq. Ft.): \_\_\_\_\_ Lot Dimension (Front/Side/Rear): \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Coverage %: \_\_\_\_\_

Setbacks: FRONT: \_\_\_\_\_ REAR: \_\_\_\_\_ LEFT: \_\_\_\_\_ RIGHT: \_\_\_\_\_

Easements: \_\_\_\_\_ Flood Zone: \_\_\_\_\_ ALUC: \_\_\_\_\_

# ATTACHMENT "A"

## SAMPLE INSURANCE CERTIFICATE

<b>CERTIFICATE OF INSURANCE</b>		<b>ISSUE DATE:</b>	
<b>Producer:</b> NAME AND ADDRESS OF INSURANCE AGENT		This certificate is issued as a matter of information only and confers no rights upon the certificate holder. This certificate does not amend, extend or alter the coverage afforded by the policies below.	
<b>Insured:</b> NAME AND ADDRESS OF LICENSED CONTRACTOR <div style="border: 1px solid black; border-radius: 50%; padding: 5px; width: fit-content; margin: 10px auto;">MUST BE A LICENSED CONTRACTOR</div>		<b>COMPANIES AFFORDING COVERAGE</b> Co. Letter "A" Aetna Casualty Co. Letter "B" Co. Letter "C" Co. Letter "D" Co. Letter "E" <div style="border: 1px solid black; border-radius: 50%; padding: 5px; width: fit-content; margin: 10px auto;">MUST BE LICENSED TO PRACTICE IN CA AND HAVE AN "A-" RATING OR BETTER</div>	

### Coverage

This is to certify that the policies of insurance listed below have been issued to the insured named above for the policy period indicated, notwithstanding any requirement, term or condition of any contract or other document with respect to which this certificate may be issued or may pertain. The insurance afforded by the policies described herein is subject to all the terms, exclusions and conditions of such policies. Limits shown may have been reduced by paid claims.

Co. Letter	Type of Insurance	Policy No.	Effective Date	Exp. Date	Limits
A	<b>General Liability</b>		Current Date	Current Date	<b>General Aggregate</b> <b>\$1,000,000</b>
	Commercial	X	<div style="border: 1px solid black; border-radius: 50%; padding: 10px; text-align: center;">GENERAL LIABILITY, EACH OCCURENCE MUST BE \$1,000,000</div>		Products-Comp/Op Agg.
	Claims made Occur.	X			Personal & Adv. Injury
	Owner's & Contractors pr				<b>Each Occurrence</b> <b>\$1,000,000</b>
					Fire Damage (any 1 fire)
					Medical Exp (any 1 person)
B	<b>Auto Liability</b>		Current Date	Current Date	<b>Combined single limit</b> <b>\$1,000,000</b>
	Any Auto	X	<div style="border: 1px solid black; border-radius: 50%; padding: 10px; text-align: center;">AUTOMOBILE LIABILITY, COMBINED SINGLE LIMIT MUST BE \$1,000,000</div>		Bodily injury (per accident)
	All owned autos				Bodily injury (per person)
	Scheduled autos				Property damage
	Garage liability				
C	<b>Excess Liability</b> Other than Umbrella form	IF NEEDED	Current Date	Current Date	Aggregate
D	<b>Worker's Comp &amp; Employer's Liability</b>		Current Date	Current Date	<input checked="" type="checkbox"/> Statutory Limits Each accident Disease-policy limit Disease-each employee
	Other				

### Description of Operations/Locations/Vehicles/Special Items:

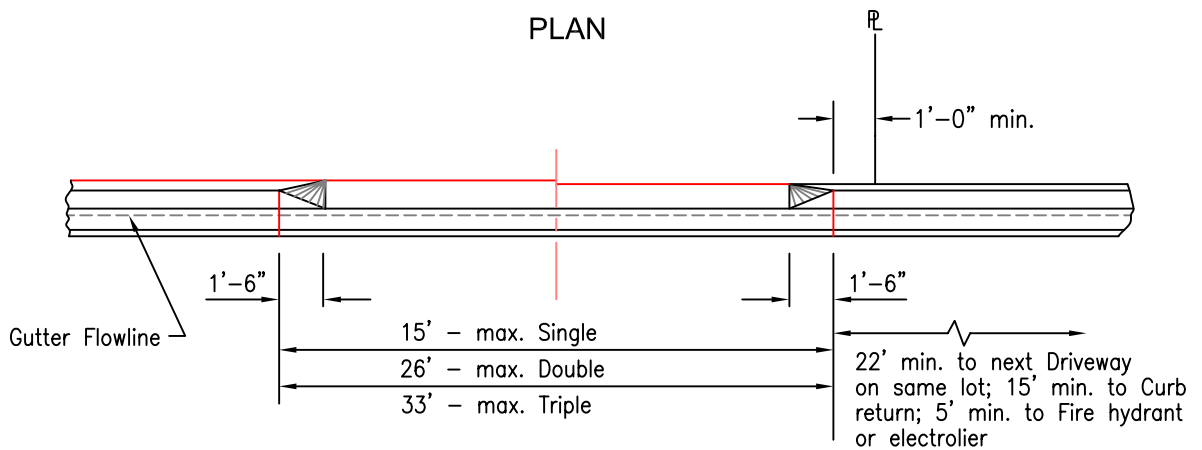
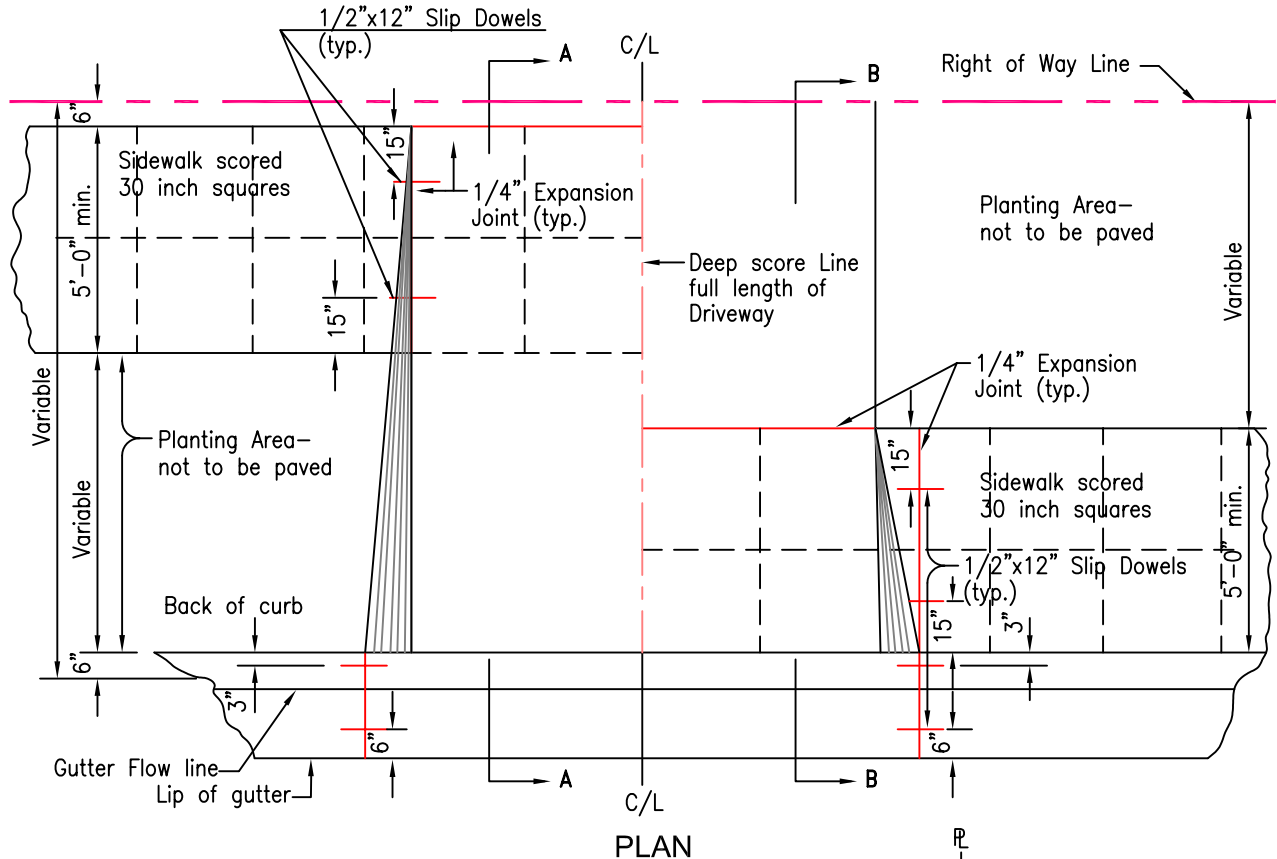
(Provide project address & name & description.) Add the following:

The City of Redwood City, its council members, officers, boards, commissions, employees and Agents are named as additional primary insureds.

<b>Certificate Holder:</b> <div style="border: 1px solid black; border-radius: 50%; padding: 10px; width: fit-content; margin: 10px auto;">           City of Redwood City            Engineering &amp; Construction            P.O. Box 391            Redwood City, CA 94064         </div>	<b>Cancellation:</b> It is understood and agreed that in the event of cancellation of the policy for any reason, including non-payment of premium, <u>30 days written notice</u> will be sent to the certificate holder named on the left.
	<b>Authorized Representative:</b> <div style="border: 1px solid black; border-radius: 50%; padding: 5px; width: fit-content; margin: 10px auto;">SUBMIT ORIGINAL SIGNED CERTIFICATE</div>

APPROACH WITH SIDEWALK  
AND PARKWAY STRIP

APPROACH WITH MONOLITHIC  
SIDEWALK



NOT TO SCALE

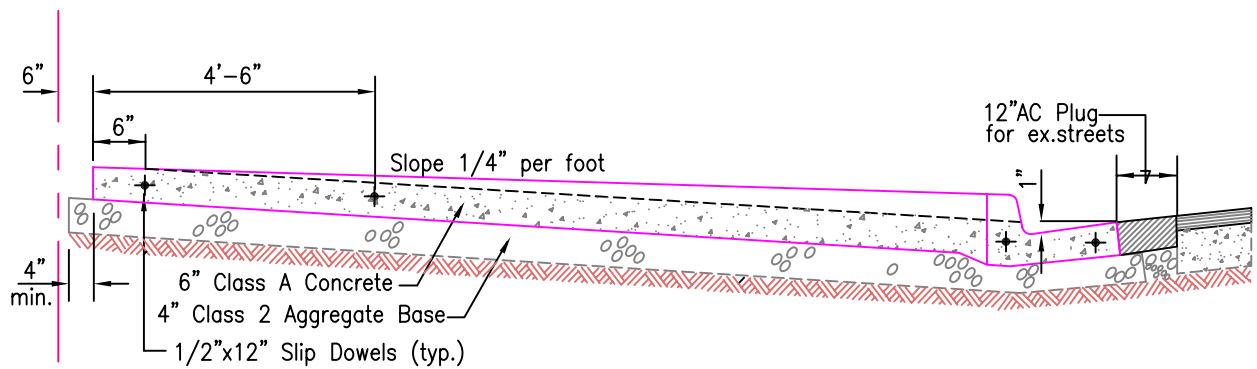
STANDARD  
DETAIL

CITY OF REDWOOD CITY  
ENGINEERING AND CONSTRUCTION

DATE: 12/04/06

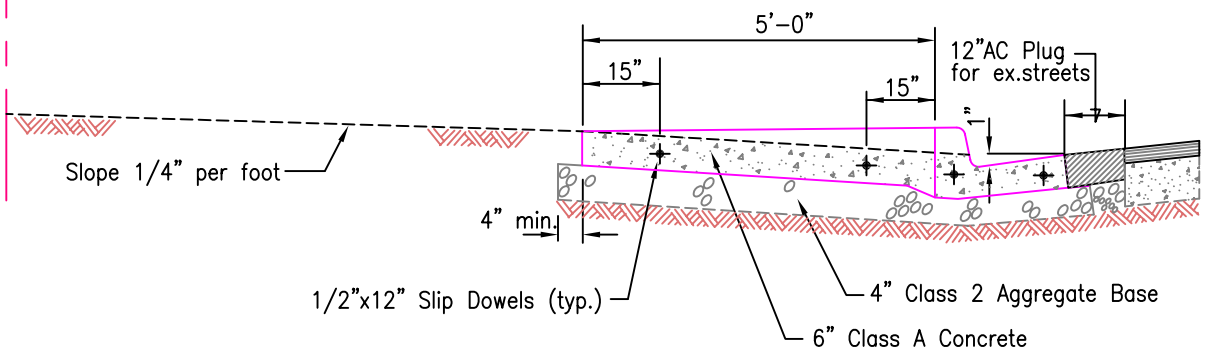
RESIDENTIAL  
DRIVEWAY APPROACH

C - 1  
SHT 1 OF 2



SECTION A - A

Right of Way Line



SECTION B - B

NOTE:

1. When installing a driveway in an existing sidewalk, remove existing curb gutter and sidewalk to the nearest control joint on either side of the driveway. Remove and replace a 12" wide strip of asphalt pavement across the width of the driveway to form new gutter.

NOT TO SCALE

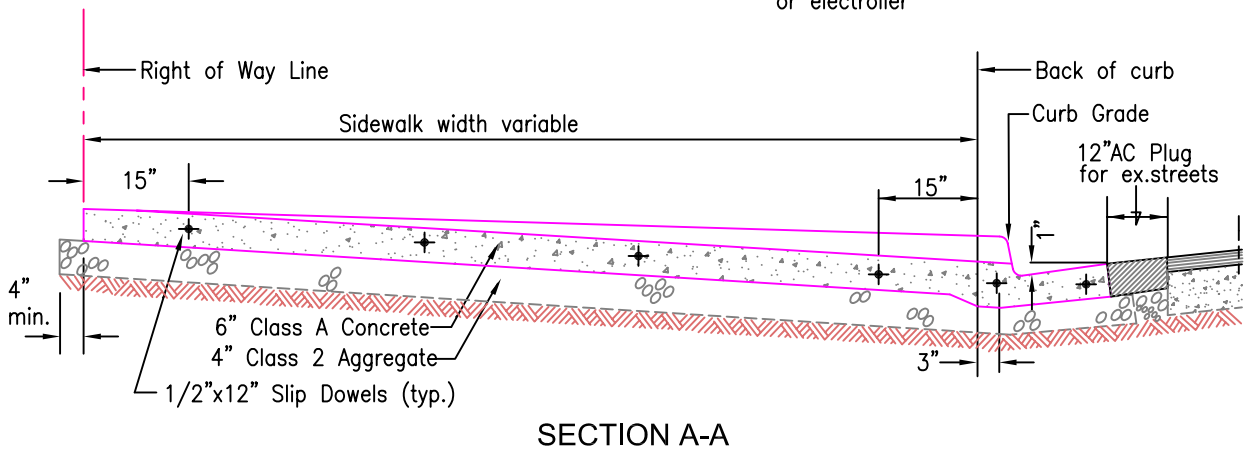
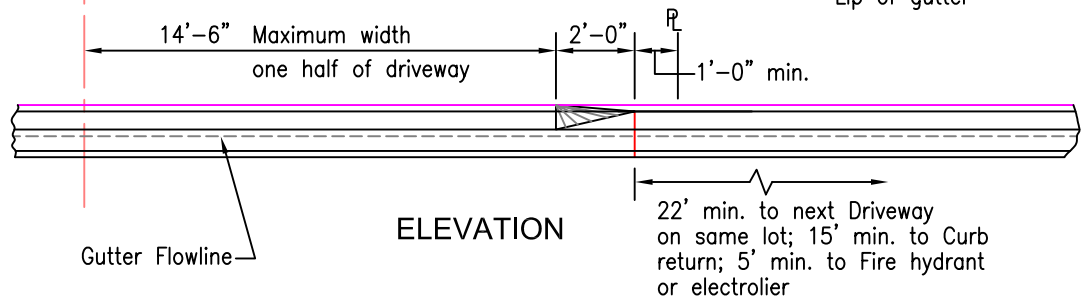
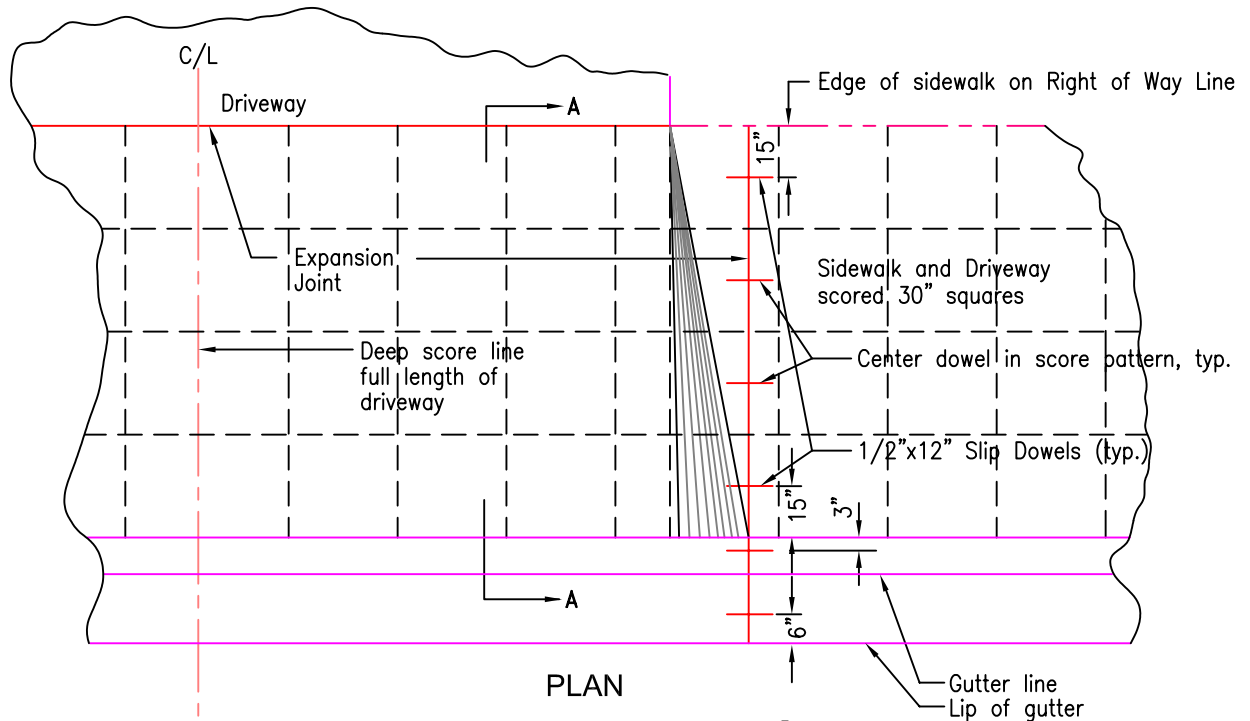
**STANDARD  
DETAIL**

**CITY OF REDWOOD CITY**  
ENGINEERING AND CONSTRUCTION

DATE: 12/04/06

**RESIDENTIAL  
DRIVEWAY APPROACH**

**C - 1**  
SHT 2 OF 2



NOT TO SCALE

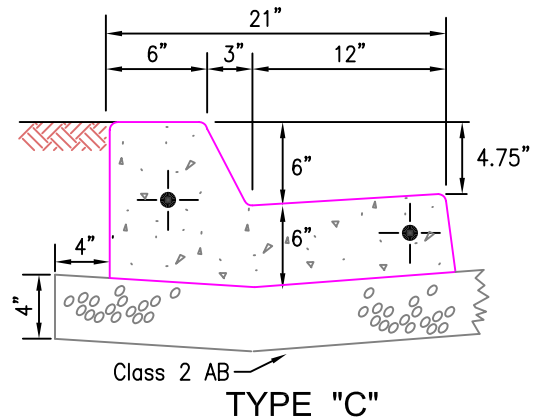
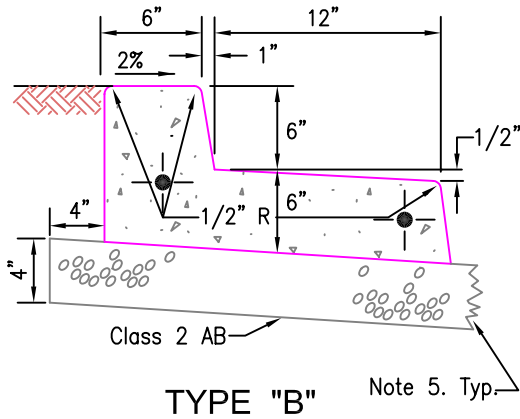
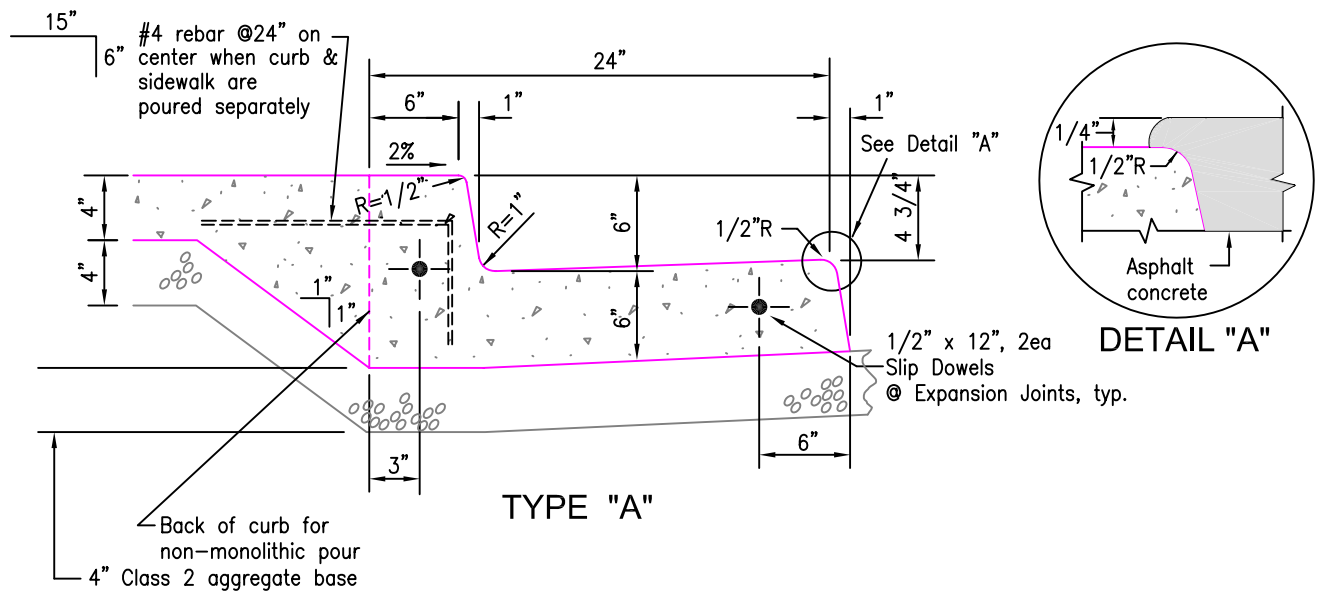
**STANDARD  
DETAIL**

DATE: 12/04/06

**CITY OF REDWOOD CITY**  
ENGINEERING AND CONSTRUCTION

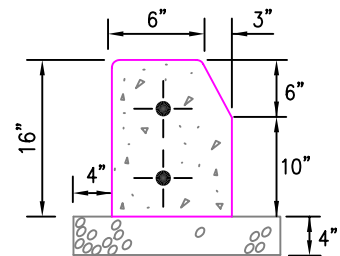
**COMMERCIAL  
DRIVEWAY APPROACH**

**C - 2**  
SHT 1 OF 1



#### NOTE:

1. Expansion Joints with Dowels to be placed each 20' except at Returns
2. Paving at Gutter Lip shall conform to Detail "A" in all cases, except where street slopes away from gutter, in which case pavement surface shall match Gutter Lip.
3. Concrete to be class "A".
4. The relative compaction of material below all curb, gutter & sidewalk shall not be less than 95%.
5. Baserock to be extended a minimum of 2' beyond lip of gutter prior to pouring concrete.
6. Where new curb and gutter is to be poured in existing streets remove a 12" wide section of asphalt and replace with deep lift asphalt.



NOT TO SCALE

STANDARD  
DETAIL

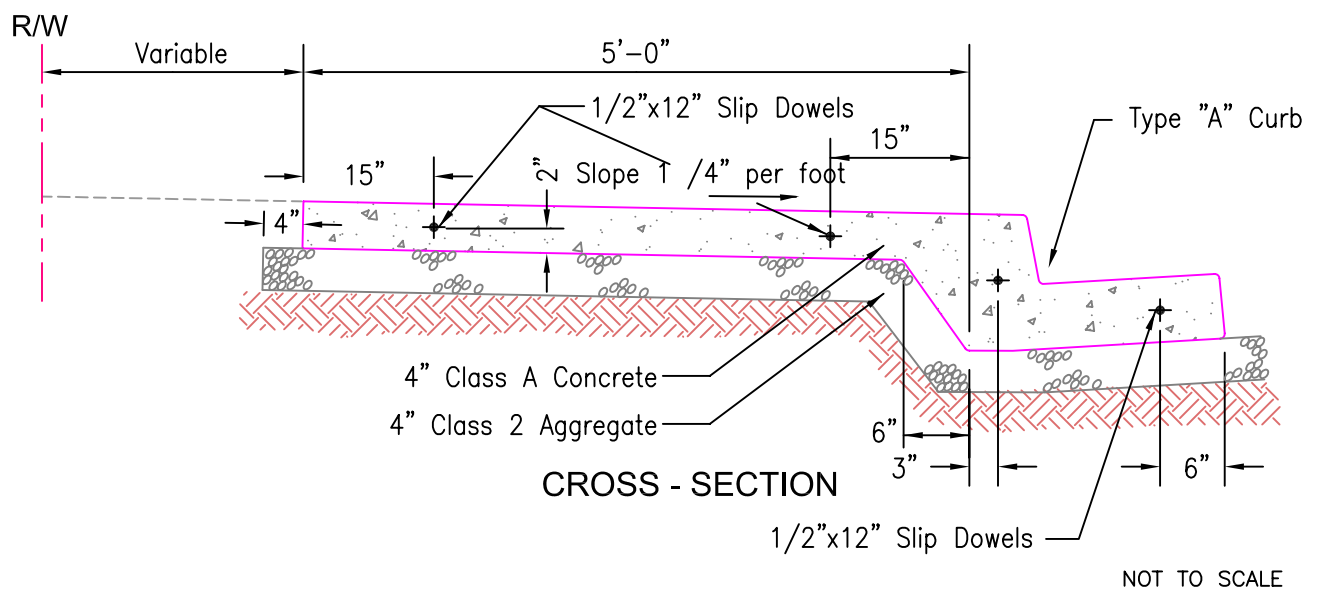
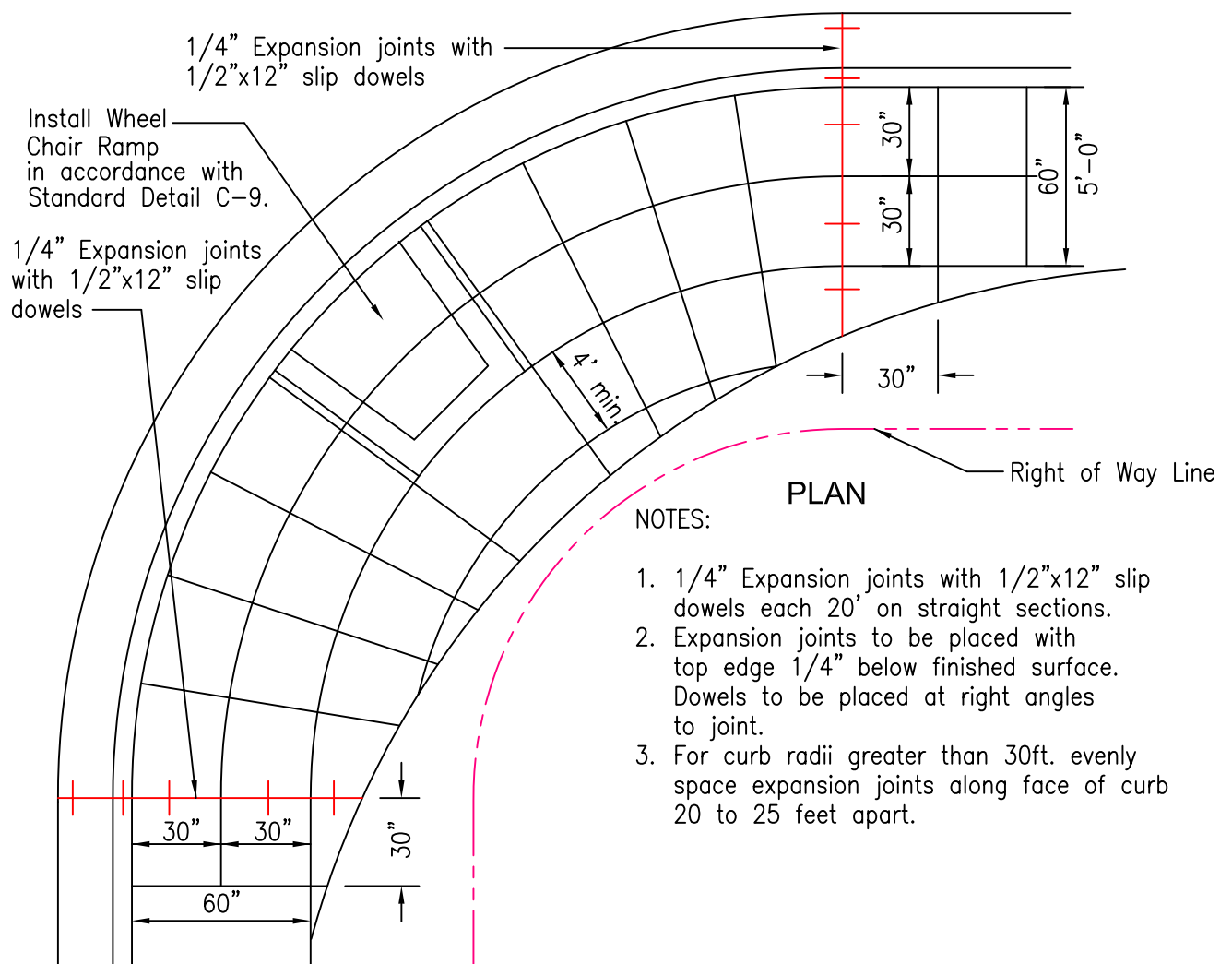
CITY OF REDWOOD CITY  
ENGINEERING AND CONSTRUCTION

DATE: 12/04/06

**CURB AND GUTTER**

**C - 3**  
SHT 1 OF 1





**STANDARD  
DETAIL**

DATE: 12/04/06

**CITY OF REDWOOD CITY**  
ENGINEERING AND CONSTRUCTION

**SIDEWALK SCORING DETAIL  
( MONOLITHIC )**

**C - 4**  
SHT 1 OF 1

1/4" Expansion joints with  
1/2"x12" slip dowels

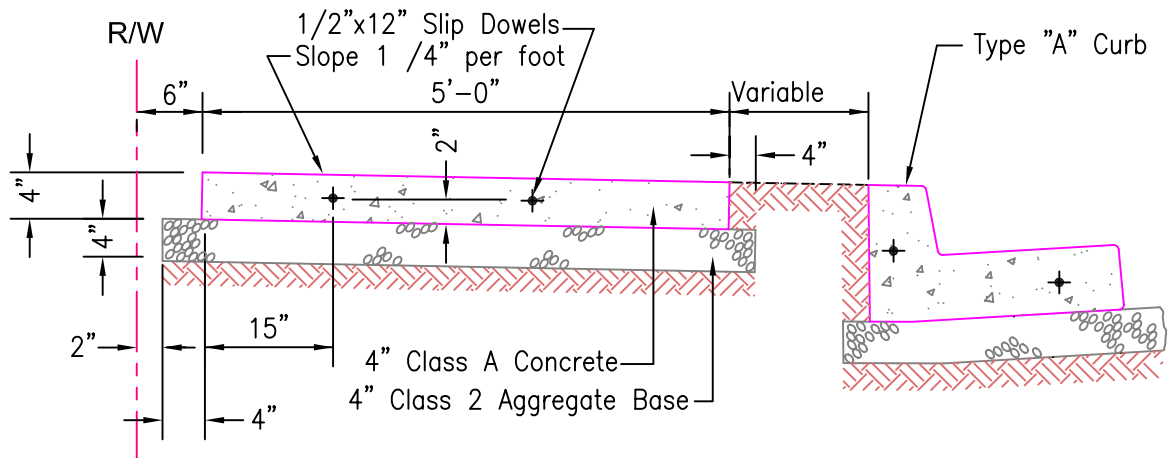
1/4" Expansion joints with  
1/2"x12" Slip dowels

1/4" Expansion  
joints with  
1/2"x12" Slip Dowels

#### NOTES:

1. Expansion joint material to be placed with top edge 1/4" below finished surface. Dowels to be placed at right angles to joint.
2. Expansion joints with dowels to be placed each 20' except as shown above and on standard driveway details.

#### PLAN



#### CROSS - SECTION

NOT TO SCALE

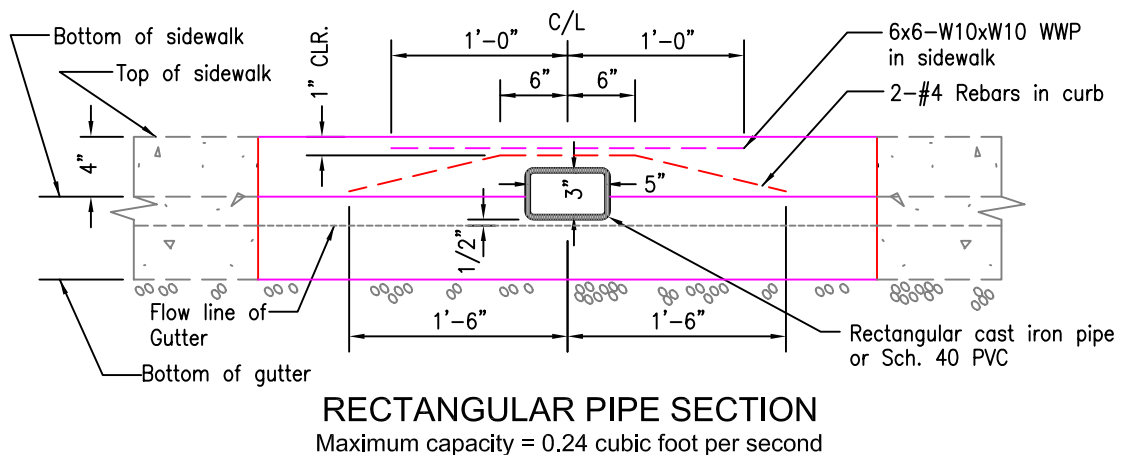
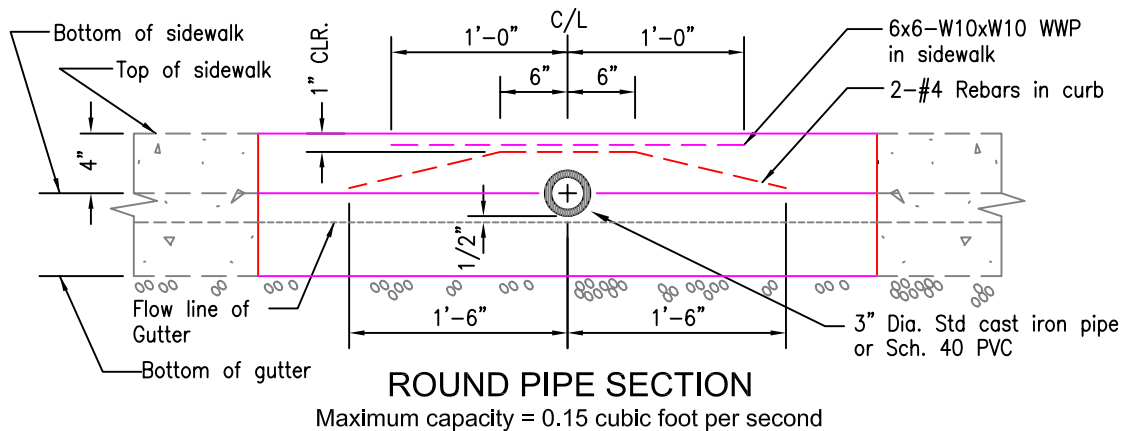
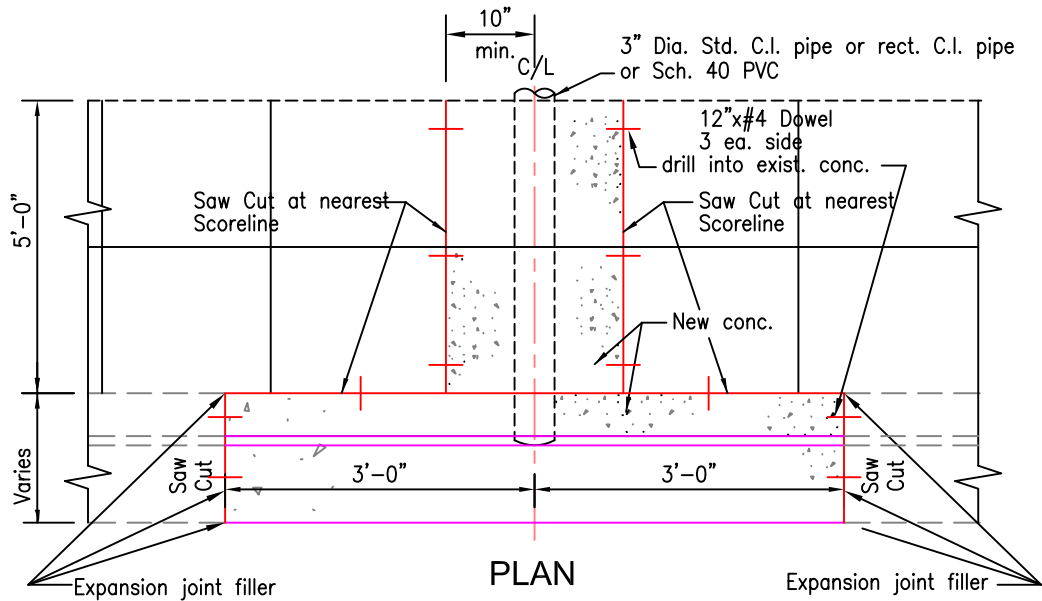
**STANDARD  
DETAIL**

**CITY OF REDWOOD CITY**  
ENGINEERING AND CONSTRUCTION

DATE: 12/04/06

**SIDEWALK SCORING DETAIL**  
( PARKWAY )

**C - 5**  
SHT 1 OF 1



**NOTE:**

1. The number of outlet pipes is subject to review by the City Engineer.

NOT TO SCALE

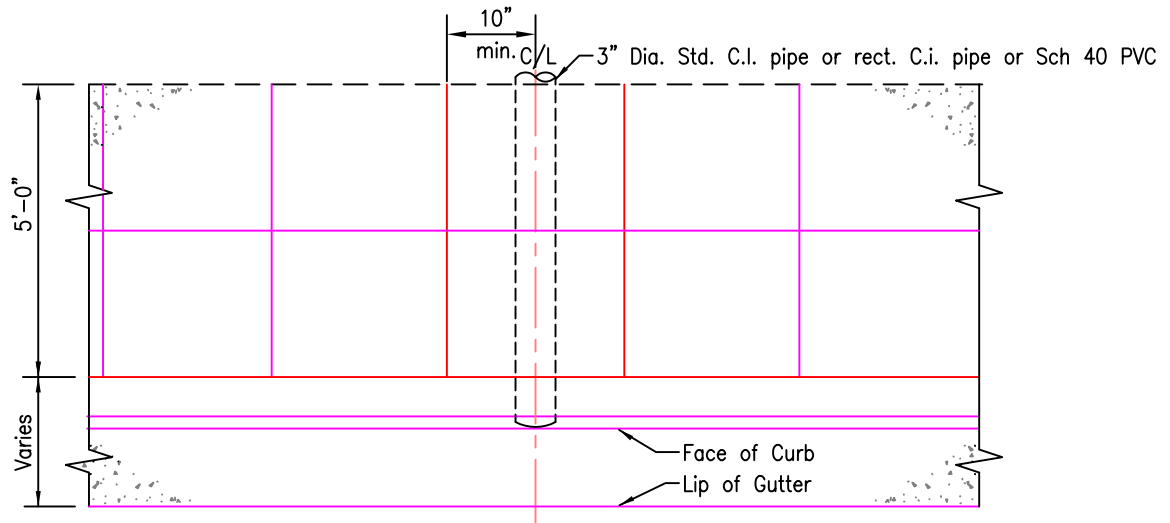
**STANDARD  
DETAIL**

DATE: 12/04/06

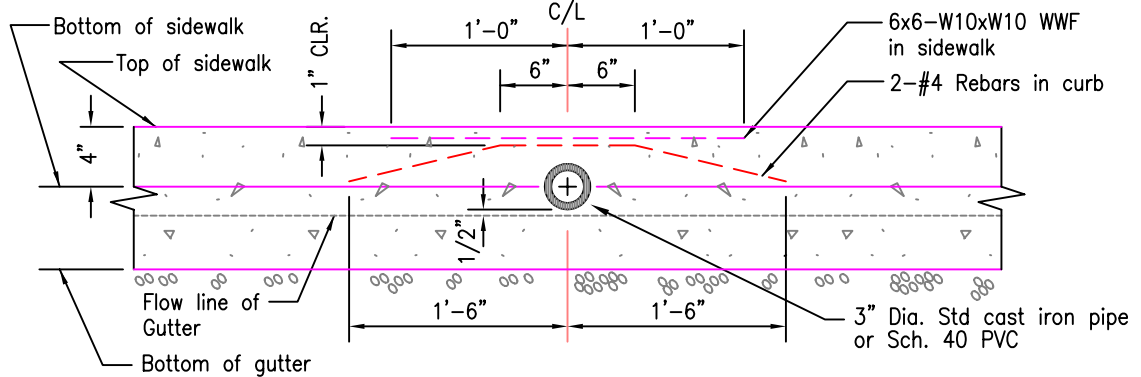
**CITY OF REDWOOD CITY  
ENGINEERING AND CONSTRUCTION**

**CURB DRAIN IN EXISTING  
CURB AND SIDEWALK**

**C - 7  
SHT 1 OF 1**

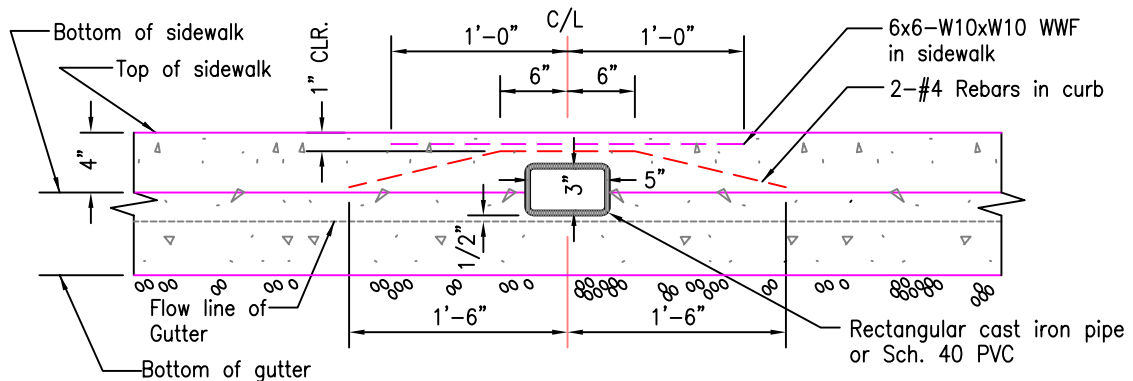


PLAN



ROUND PIPE SECTION

Maximum capacity = 0.15 cubic foot per second



RECTANGULAR PIPE SECTION

Maximum capacity = 0.24 cubic foot per second

NOTE:

1. The number of outlet pipes is subject to review by the City Engineer.

NOT TO SCALE

STANDARD  
DETAIL

CITY OF REDWOOD CITY  
ENGINEERING AND CONSTRUCTION

DATE: 12/04/06

**CURB DRAIN IN  
NEW CURB AND SIDEWALK**

**C - 8**  
SHT 1 OF 1