



**CITY OF HALF MOON BAY
Public Works Department**

501 Main Street
Half Moon Bay, Ca 94019
(650) 726-8284; FAX (650) 726-8261
Email: building@hmbcity.com

APPLICATION FOR PUBLIC WORKS PERMIT

(COMPLETE ALL FIELDS BELOW, PRINT CLEARLY AND IDENTIFY THE APPLICANT BY CHECKING THE APPROPRIATE BOX)

LOCATION OF PROPOSED WORK:

CLASS OF WORK:

ENCROACHMENT PERMIT

GRADING PERMIT

TREE REMOVAL & TRIMMING PERMIT

SITE IMPROVEMENT

SCOPE OF WORK:

START DATE:

FINISH DATE:

ESTIMATED COST OF WORK:

CONTACT INFORMATION:

OWNER INFORMATION:

APPLICANT:

NAME: _____

PHONE #: _____

ADDRESS: _____

EMAIL ADDRESS: _____

CONTRACTOR INFORMATION:

APPLICANT:

NAME: _____

PHONE #: _____

ADDRESS: _____

EMAIL ADDRESS: _____ LIC #: _____

WORKERS' COMP: _____ POLICY #: _____

ENGINEER INFORMATION:

APPLICANT:

NAME: _____

PHONE #: _____

ADDRESS: _____

EMAIL ADDRESS: _____ LIC #: _____

All provisions of City ordinances and City Standards will be complied with, whether specified herein or not. Plans approved by Department form a part this application. I hereby certify that the statements contained herein are true and correct to the best of my knowledge and belief. I further certify that I am authorized by the owner to make the foregoing application and that before I accept my permit for which this application is made, the owner shall be made aware of all conditions of the permit. I understand that if I knowingly make any false statement herein I am subject to such penalties as may be prescribed by law or ordinance.

APPLICANT'S SIGNATURE: _____

DATE: _____

(OWNER OR AUTHORIZED AGENT)

DOCUMENTS REQUIRED WITH THE PERMIT APPLICATION

- **Plans** and **details** of the **proposed work**. Details shall comply with City Standards.
- Contractors shall have the following **insurance**:
 - \$1 Million Liability
 - \$1 Million Workers' Compensation for Contractors
 - \$1 Million for Auto
 - \$2 Million Combined Aggregate
 - In the "**Certificate Holder**" location, list the **City of Half Moon Bay**, 501 Main Street, Half Moon Bay, CA 94019.

PERMIT APPLICATION TIPS

- The City **accepts cash, credit cards, debit cards or checks**. The City does not accept payments over the phone. **Check(s)** should be **remitted** to the **City of Half Moon Bay**.
- Residents of **El Granada** and **Miramar** have mailing addresses listed under Half Moon Bay. These cities are under the jurisdiction of San Mateo County. Please verify the project address before coming into the City of Half Moon Bay.
- All businesses (e.g. **contractors, sub-contractors, designers**, etc) that conduct business in the City of Half Moon Bay are required to have a **valid business license** while working within the City. Please contact Christine West in the Finance Department at (650) 726-8779 for assistance in this matter.