



SEWER LATERAL INSTALLATION INFORMATION SHEET

This is a guide for the information needed to submit for the Sewer Lateral Installation.

1. Submit a proposal to the City of Upland Public Works Department.

The proposal should be a sketch of the entire property on 8 ½-inch x 11-inch size paper and include the following information:

- a. Dimensioned property lines.
- b. Proper street name(s) and address.
- c. Permanent structures in the parkway (sidewalks, streetlights, fire hydrants, trees, walls, etc.).
- d. Dimensioned location of sewer lateral.
- e. Label size of pipe.

2. All sewer laterals shall be constructed per City Standard Drawing Numbers **CU-Z-4**.
3. City Staff will review the sketch to determine if the proposal is acceptable. Upon approval from the Land Development & Transportation Division, the applicant may hire a contractor to obtain the permit.

NOTE: If this is a new sewer lateral, sewer connection fees are due prior to issuance of construction permit.

4. A construction permit is required for all work within the public right-of-way. The appropriate permit fee shall be determined by City staff and will be collected by the Land Development & Transportation Division at the time the permit is issued.
5. Supplemental Permit Information, including Ordinance No.1841, shall be complied with.
6. The contractor must meet the following requirements prior to obtaining the permit:
 - a. A Contractor with an "A" or "C42" license must pull the sewer lateral permit and provide a copy of the valid Contractor's License along with the application submittal.
 - b. Contractor must show a certificate of insurance for general liability with single coverage of \$1,000,000 minimum. Said policy shall name the City of Upland as an additional insured, name the location, and give a job description.
 - c. Proof of workers' compensation coverage shall be provided.
 - d. A current City Business License must be obtained.
7. Prior to permit clearance, an Engineer shall stamp and sign the sewer drawing and include all "As-Built" information (Refer to the latest Master Fee Schedule for "As-Built" fees).