



City of Burbank Public Works Department STREET USE PERMIT

The City of Burbank can issue a Street Use Permit to anyone requiring the use of city right-of-way for personal use. This permit can be used for, but not limited to, cranes, roll-off trash bins, moving containers and vehicles, scaffolding, construction purposes, special events and other application that involve the use or occupation of public right-of-way.

A Street Use Permit is limited per the following conditions:

1. Issued for a maximum of one (1) week – seven (7) calendar days
 - Exceptions – Trash Bins – issued for two (2) weeks with one hour inspection time
 - Permits for Bins may be extended for an additional two (2) weeks with inspection or Traffic approval
2. Permittee must have acceptable insurance on file with the Public Works Department.
3. Permits cannot be issued for use of alleys, exemptions must have Traffic Engineer department approval.
4. Boom crane permits on sidewalk and/or parking lane will require cones and barricades front and rear at all times and the use of a flagman as necessary to provide pedestrian protection.
5. Damage to the public right-of-way or City property will require a CPD (City Property Damage) form to be prepared, and filed with the Police Department.

TRASH BINS

1. The following condition is to be included on permit:
Trash bin in parking lane (2) Class II barricades with flashers required in front and rear of bin at all Times.
2. Bins or containers placed on City streets over 3% grade must have acceptable wheel stops in place as determined by the Public Works Department Director.
3. Bins or containers to be placed on a City street over 8% grade, or when visibility is a concern (i.e., cul-de-sacs, narrow streets, curvy streets, close proximity to stop sign or driveways, etc.), must be reviewed by an inspector or Traffic Engineer prior to issuance.

INSPECTIONS

1. Weekend and after hour placement or work requires inspectors to be provided at overtime rates, unless inspections or Traffic approves otherwise on a case-by-case basis.
2. Same day permit requires same day notification of inspector to allow for same day inspection.
3. Inspection must be available before permit can be issued for after hours work. Weekend or after hours work will not be permitted without Public Works Director approval.

GENERAL REQUIREMENTS

1. Permit fee is \$51.35, inspection fees will be charged at \$60.00 per hour as estimated by permits department [BMC Title 7 Chapter 1 Article 202].
2. Deposits are required if it is determined that public improvements may be at risk of being damaged.
3. Traffic control and/or pedestrian protection must be provided per State of California standards (as determined by the Traffic Engineer).
4. Plans must be submitted indicating: street centerline, street name, street width, parkway width, driveway locations, lane markings, area to be used, north arrow, or any other relevant site condition or circumstances.

City of Burbank
PUBLIC WORKS DEPARTMENT

Phone (818) 238-3950

Fax (818) 238-3999

October 2016

Street Use Permit * for up to 2 weeks - \$114.00, 2 week renewal - \$60.00

This list is solely for informational purposes and shows those businesses that have complied with the City of Burbank requirements for business license and Liability Insurance. The City of Burbank, its Officers, Employees, & Representatives do not make any recommendation or endorsement of any of the companies listed on this list. **It is the responsibility of the patron to inform him or herself of the business practices provided by these companies. The City of Burbank is not responsible for any work that may be performed by any business on the list or anything that may arise in any dealings between the patron and any business on the list.**

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| AMERICAS BIN COMPANY, INC. Insurance (06-03-17) BL-1011381 | (888) 500-9007 | Sun Valley |
| ATHENS SERVICES Insurance (03-01-17) BL-04596 | (626) 336-3636 | City of Industry |
| CALIFORNIA WASTE SERVICES, LLC Insurance (09-01-17) BL-4318 | (800) 839-5550 | Gardena |
| FRANK'S DISPOSAL CO. Insurance (06-01-17) BL-04372 | (818) 352-5001 | Sunland |
| METROPOLIS DISPOSAL Insurance (07/17/17) BL-04701 | (818) 901-2020 | Van Nuys |
| NORTH HILLS RECYCLING Insurance (10-25-16) BL-1010199 | (818) 364-1278 | Granada Hills |
| RECOLOGY LOS ANGELES (formerly known as Crown Disposal) Insurance (10/01/16) BL-00752 | (818) 767-0675 | Sun Valley |
| SOUTHLAND DISPOSAL Insurance (05-01-17) BL-0760 | (323) 780-7150 | Los Angeles |
| WASTE MANAGEMENT Insurance (01-01-17) BL-04402 | (800) 926-9693 | Sun Valley |

Sunbelt Rentals 4311 San Fernando Rd, Glendale CA (818) 242-0888

***(2) Type II Barricades with Flashers are required for Trash Bins & Storage Containers:**

Barricade Rental Fee: **\$5.00/Day** **\$12.00/Week** **\$37.00/Month**



Delineator-Post required for posting of “No Parking” signs:

Delineator Rental Fee: **\$3.00/Day** **\$7.00/Week** **\$13.00/Month**





City of Burbank
PUBLIC WORKS DEPARTMENT

Street Use Permit Application

Permission is hereby given under provisions of Title 7 Chapter 1 Article 2 of the Burbank Municipal Code

PERMITTEE(Company Name): _____

CONTACT NAME: _____ PHONE: _____

ADDRESS: _____ CITY: _____

STATE: _____ ZIP: _____ Email: _____

LOCATION: _____

MAP/EXHIBIT REQ'D: YES NO ENG SCALE: _____

DATE(S): _____ TO _____

WORK DESCRIPTION: _____

- USE:
- Sidewalk: Use / Closure
 - Parking Lane
 - Curb Lane
 - Street Closure
 - Street Lane Closure
 - Other

- PURPOSE:
- Dumpster / Container
 - Conc. Truck / Truck
 - Crane / Manlift
 - Sign / Roofing Installation
 - Public Event
 - Bldg Repair
 - Other:

For purposes of issuing right-of-way Permits (Excavation, Street Use, Transportation, Encroachment, and others) the Public Works Department, City of Burbank requires applicants to furnish the City evidence of public liability insurance, in the form of (A) **Certificate of Insurance**, preferably in the Accord form and shall contain the following information: Companies affording coverage, name insured, policy number, effective and expiration dates, signature of insurance agent or representative of the company affording coverage, The City of Burbank, its officers, and representatives named as Additional Insured, Cancellation to read "Should any of the above described policies be cancelled or modified before the expiration date therefore, the issuing company will mail 30 days written notice to the Certificate Holder", Minimum coverage limits of \$1,000,000 aggregate General Liability (Applicable to all Permits) or \$1,000,000 combined Automobile Liability (Transportation Permit only), The CERTIFICATE HOLDER must be listed as: City of Burbank, Public Works Department, P.O. Box 6459, Burbank, CA 91510-6459. (B) **Additional Insured Endorsement**, prepared by their insurance company/agency, in the industry form CG 20 12 titled "**Additional Insured State or Political Subdivisions-Permits**" or any other comparable form number by the same title, listing the additional insured as: City of Burbank It's Officers, Employees, Representatives are include As Additional Insured(s).

Both items (A) and (B) must be submitted. If either item is lacking or is not in the appropriate form, your liability insurance will not be on file with the City of Burbank, Public Works Department, and the Permit applied for will not be issued.