

LAND DEVELOPMENT DIVISION

Permit Extension/Revision Checklist

To: Applicant

From: *Permit Technician*

The following are the typical requirements when requesting either an extension, reactivation or revision to an existing permit. All requests must be submitted via email to LandDevelopment@moval.org in a timely manner since there is **no expedited** processing for last minute requests.

FOR EXTENSIONS / REACTIVATIONS... each request must include the following information:

- ✓ Permit (LCO / LEP) Number
- ✓ Reason for extension and/or reactivation
- ✓ How much additional time is needed (3 months max.)
- ✓ Contractor(s) that will be performing the work
 - Must have a classification “A” or the applicable “C” state license
 - Must have a valid City business license (contact Treasury at 951-413-3080 or <https://morenovalley.hdlgov.com/Renew/Renew1/BusinessLicense>).
 - Must have a current certificate of liability insurance on file.

FOR REVISIONS... each request must include the following information (if applicable):

- ✓ Permit (LCO / LEP) Number
- ✓ Explanation of proposed revision – include amount of additional time needed
- ✓ A revised construction drawing / exhibit
- ✓ A revised engineer’s estimate for public improvements (only for major / long-term projects).
- ✓ A revised traffic control plan applicable for all phases of construction by one of the following options:
 1. Typical Application drawing(s) each modified to include the following items:
 - North Arrow – properly oriented
 - Applicable Speed Limit
 - Street Name(s) – include nearest intersection and/or cross street(s)
 - Distance from work to the nearest intersection and/or cross street
 - Distance from work area to the street centerline
 - Add note “All Driveways to Remain Open at all times” – only if traffic control spans across existing driveways.
 2. A site-specific (11”x17”) traffic control plan – including the above listed items.
 3. An engineered site-specific (24”x36”) traffic control plan – required for long-term projects.

PRIOR TO ISSUANCE of an extension/revision to any permit, the following must be completed:

- ✓ Certificate(s) of insurance must be approved.
- ✓ Site-specific traffic control (11”x17”) must be submitted with the engineer’s stamp/signature.
- ✓ Engineered site-specific traffic control (24”x36”) mylar must be approved by the City Engineer.
- ✓ Payment of all applicable fees.