

## **WE ARE HERE TO HELP !**

**G**enerally, the larger a proposed activity is in scope, the more extensive the Transportation Permit process may become.

It is in the best interest of the project proponent to contact the County before a Transportation Permit application is submitted. County staff will be able to advise and answer crucial questions, that will help permit applicants navigate the permit process. This will help to ensure that all major concerns are recognized early on in the process.

### **KEY TRANSPORTATION PERMIT ISSUES**

The fundamental issues that the County considers when permit applications are submitted are:

- Will the proposed activity affect existing County Maintained Road System (CMRS) facilities?
- Will the proposed activity create new CMRS facilities?
- Will the proposed activity affect the County's ability to operate and maintain a facility?
- Is the proposed use compatible with and appropriate for the intended use of the County facility and Department of Public Works policy?



*"Our job is to create a county in which those who reside and invest can prosper and achieve well-being"*

**For further information regarding applying for a permit please contact:**

**Permits/Operations Support Division  
825 E. 3rd Street, Room 108  
San Bernardino, CA 92415-0835  
(909) 387-1863**

[http://cms.sbcounty.gov/dpw/Operations/  
PermitsOperationsSupportDivision/  
Transportation.aspx](http://cms.sbcounty.gov/dpw/Operations/PermitsOperationsSupportDivision/Transportation.aspx)

**Apply at:**

<http://wp.sbcounty.gov/ezop/>

**Permits Counter Hours**

**Monday—Friday 7:30 a.m.—5:00 p.m.**

**CLOSED WEEKENDS AND COUNTY HOLIDAYS**



## **GUIDANCE FOR TRANSPORTATION CONSTRUCTION PERMITS**



Efficient · Convenient · Simple

<http://www.sbcounty.gov/dpw>

**Department of Public Works  
Permits/Operations Support**

**M**any of the roads within the unincorporated areas of the County of San Bernardino are handled through the San Bernardino County Public Works Department—Transportation section under County and California Streets and Highways Codes.

The principle functions are to operate, maintain and improve the County Maintained Road System (CMRS).

Hundreds, if not thousands, of miles of unpaved public roads exist throughout the County that are not part of the CMRS, and therefore are not maintained by the Department of Public Works and are not within our jurisdiction.

## WHEN AND WHY DO YOU NEED A TRANSPORTATION CONSTRUCTION PERMIT?

A Construction Permit is required for performing any road improvements for residential or commercial development within a County maintained road right-of-way.

To determine if a road is County-maintained a GIS map of CMRS is available at:

<http://arog.is/1Te4DEW>

A Construction Permit is required to ensure that the proposed road improvements do not interfere with the County's operation and maintenance responsibilities and is in alignment with County and California Streets and Highways Codes.



## Permit Types

The County accepts applications and issues Transportation Permits for many types of projects.

**TRANSPORTATION CONSTRUCTION PERMITS** allow you to encroach onto CMRS right-of-way for the laying, constructing, or repairing of appurtenant road improvements.

Transportation Construction Permit applies to all construction or repair of road, drainage, curbs, gutters, sidewalks, storm drain, street lights, signing & striping, traffic signals or any other work that is a part of the road system, except individual driveway approaches, in the County maintained road right-of-way or that will be taken into the County Maintained Road System.

## PROCESSING TIMELINE AND FEES

Processing simple permits without plan reviews takes approximately 2 weeks, while permit requests requiring extensive engineering review may take a minimum of 6 weeks. This timeframe does not include the time needed for other agency approvals or acquiring entitlements.

All permit fees are requested when the application has been accepted during the submittal process and permits will not be issued without all the fees paid.

Check here for the current fee schedule:  
<http://cms.sbcounty.gov/dpw/Operations/PermitsOperationsSupportDivision/Transportation.aspx>

## ITEMS TO CONSIDER EARLY

- ◆ **Agreements:**  
Depending on the scope of the proposed activity, the County may also require the project proponent to enter into an agreement for maintenance.
- ◆ **Traffic Control Review:**  
County will need to see the Traffic Control plans for the project especially large projects.
- ◆ **Excavation and Pavement Resurfacing Requirements:**  
County will dictate what type of treatment is needed for certain excavation and construction permits, especially large projects.
- ◆ **County Land Use Services Approval:**  
Some Construction Permits for Tract, Commercial and Single Family Residential Development require prior approval from County Land Use Services.
- ◆ **Environmental Documents:**  
Depending on the proposed scope of the activity, compliance with various environmental regulations may be deemed necessary.
- ◆ **Approved Street Improvement Plan:**  
Depending on the proposed road improvements an approved plan and profile with the proposed construction clearly shown, including the road right-of-way with dimensions, will be required.