



SMALL CELL PRE-CONSTRUCTION CHECKLIST

Permit Number:

Naperville Project Description:

******PLEASE BE SURE TO GET A COPY OF BOTH THE PERMIT AND REVIEWER COMMENTS TO YOUR FIELD CREWS FOR INSTALLATION. ******

COMMUNICATION OF SCHEDULE

Please contact zegars@naperville.il.us via email at least 48 hours before the start of construction for coordination with our staff.

JULIE

A Julie Joint Meet is required to be scheduled for the project.

CITY OWNED EQUIPMENT ACCESS

Accessing street light controllers, electrical pedestals, electrical transformers, or other City owned equipment is strictly prohibited. These actions are subject to fines and penalties per the Electric Service Rules and Policies up to and including the inability to obtain permits. Should access be required for the placement of conduits and/or conductors, the contractor must contact City Dispatch at 630-420-6187, at least 48 hours in advance to schedule an appointment with City personnel/representative.

PRIVATE PROPERTY UTILITY LOCATIONS

Please be advised that any private electric distribution facilities, water or drainage facilities, etc. will not be located by the City of Naperville or JULIE. It is advisable to work with private property ownership to have all their private underground facilities marked out in advance of your project to avoid conflict.

WORK ZONE AND RESTORATION

Roads classified as a major arterial roadway have limited work hours and will require the use of an arrow board. Work on arterial roads is only permitted between the hours of 6 AM – 9AM or 3 PM – 7 PM.

It is our expectations for you to follow instructions to always provide a safe work zone as well as timely restoration of our right-of-way. All restoration work is required to be completed within 14 calendar days of the installation. Once restoration has been completed a site final inspection is required to be scheduled to sign off on restoration and close out the permit.

Temporary patches must be asphalt, concrete or at a minimum cold patch. Gravel or plates are not acceptable. Please see the included, the pavement patching details for more information. Please note no use of flowable fill, for core patches use CA6 and epoxied plug.



INSPECTIONS

The following inspections are required to be completed and approved prior to return of surety.

Light pole Bases/parking lot
Commercial Electric Service
Electric Trench Inspection
Commercial Rough Electric
Commercial Electric Final
Site final Inspection
Commercial Final Inspection

Please use the [Naperville Civic Access Portal](#) to request an inspection.

APPLICANT CONSTRUCTION SCHEDULE AND ACKNOWLEDGEMENT

Please fill out the boxes below with the following required information and then sign and print your name in the last box at the bottom to acknowledge you have read and understand the permit requirements.

Contractor That Will Work on Permit	
Project Contact Name and Company	
Direct Phone Number of Project Contact	
Anticipated Project Start Date (week of is fine)	
Anticipated Project Duration	
<p>Please sign this box as an acknowledgement that:</p> <ul style="list-style-type: none">• You have read and understand the above process requirements• the plan review comments are required to be shared with the boring contractor• the boring contractor will be required to call in JULIE joint meets	<p><u>Signature:</u></p> <p>-----</p> <p><u>Printed Name:</u></p> <p>-----</p>