



San Dimas Public Works Department
245 East Bonita Ave
San Dimas, CA 91773
Monday – Thursday, 7:30 a.m. – 5:30 p.m.
Friday, 7:30 a.m. – 4:30 p.m.
publicworks@sandimasca.gov
909-394-6240

INSPECTION REQUEST PROCEDURES

WHEN TO SCHEDULE AN INSPECTION

Inspection requests shall be made no later than 12:00 p.m. one (1) business day prior to the proposed date of work.

If the scheduled work involves any of the following:

- Temporary road closure,
- Night, and/or weekend work
- Electrical power outage to a signal

The inspection request shall be made a minimum of 10 business days prior to the proposed work date and will require approval from the Director of Public Works.

HOW TO SCHEDULE AN INSPECTION

Submit your request by email or phone, providing the following information:

1. Encroachment Permit Number
2. Proposed date(s) and time(s) of work
3. Location of proposed work
4. Description/scope of proposed work
5. On-site contact name and phone number
6. Indicate if any of the following are required for the work:
 - a. Electrical Power Outage – Include:
 - i. Outage Map
 - ii. Location of impacted traffic signals
 - iii. Proof of outage notice to affected property owners
 - b. Road Closure – Include:
 - i. Proof of closure notice to affected property owners

Note: For emailed inspection requests, use the subject line “Inspection Request” and include the required information in the body of the email.

CANCELLING/RESCHEDULING AN INSPECTION

Requests to cancel or reschedule must be made no later than 8:00 a.m. on the day of the scheduled inspection.

Failure to cancel or reschedule in a timely manner may result in additional charges.

QUESTIONS

For any questions or concerns, please contact the Public Works Department.