



## Public Works Department MEMORANDUM

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**DATE:** November 7, 2014

**TO:** All Contractors

**FROM:** Jayson Imai, Senior Civil Engineer

**SUBJECT:** **New Process and Application Form for All Future Saturday and Holiday Work Permits**

**ATTACHED:** **NEW SATURDAY/HOLIDAY WORK PERMIT FORM**

Please note that a new process has been implemented for all future Saturday and Holiday Work Permits, effective this date. The new process includes use of a new application form (attached), which shall be used immediately. This new process and application will act as a blanket permit for the duration of the project and will effectively eliminate the need for a Saturday or Holiday request to be submitted each week/holiday. The approved application shall remain on the jobsite at all times and shall be furnished, if requested. The standard work hours of 8:30 a.m. to 5:00 p.m. for Saturday and Holiday work will apply. If these work hours are violated, your permit may be revoked for the remainder of the project.

A separate request will need to be submitted for Public Works inspection required on Saturdays or holidays. Please contact the Public Works Department at 925-833-6630 if you require a Saturday/Holiday Public Works inspection request.

If you have any questions concerning these new procedures, please feel free to call the Public Works Department at 925-833-6630.

The cost for all requested and approved Saturday/Holiday Public Works inspections will be charged against the project deposit account.