TOWN OF HILLSBOROUGH
BUILDING & PLANNING DEPARTMENT

1600 FLORIBUNDA AVE, HILLSBOROUGH, CA 94010
Phone: 650.375.7411 ~ Fax: 650.375.7415 ~ Website: www.Hillsborough.net

Town of Hillsborough Construction Requirements

Construction sites being a good neighbor is required in the Town of Hillsborough
This sign shall remain posted for the duration of the project

All construction activities and deliveries shall be limited to the hours between:

Monday – Friday	8 a.m. to 5 p.m.
*Saturday	10 a.m. to 5p.m.

***SATURDAY** NOISE SHALL NOT EXCEED 70 DECIBELS OUTSIDE THE PROPERTY PLANE

NO NOISE PRODUCING CONSTRUCTION ACTIVITIES ARE PERMITTED ON SUNDAYS AND THE TOWN OF HILLSBOROUGH RECOGNIZED HOLIDAYS.

2013 Holiday Schedule : 1/1, 1/21, 2/18, 5/27, 7/4, 9/2, 11/11, 11/28 & 29, 12/24 & 25

NOTE: The Noise Ordinance Section 8.32.04 is strictly enforced (i.e. radios, shouting, and truck beepers) by the HPD. This includes employees congregating at the job site prior to 8:00 a.m. and after 5:00 p.m.

Inspections:

- ✓ **NO INSPECTIONS** will be conducted for contractors not listed on the subcontractors list and/or contractors that do not have a current business license.
- ✓ **REQUESTING INSPECTIONS** - 48 hours notice is required to schedule inspections.
- ✓ **CANCELING INSPECTIONS** – A $108.00 fee will be assessed for repeatedly failed inspections, if the inspector is unable to enter the site, if the plans and permit card are not available on site, or an inspection is canceled on the same day for any reason other than weather.

Time Limits: **Be advised that HMC Sect. 15.30 requires all projects be subject to time limits for completion of construction** (See application and permit card if applicable).

Signs & Address: One sign per construction site; the signs are limited to 12" x 15", black lettering on a white background. The property address shall be posted and visible at all times for emergency vehicles.

Construction projects minimum safety, security and site condition:

Best Management Practices

- ✓ Job site safety, security and site condition shall be maintained at all times.
- ✓ Traffic controls, flag persons, signage and safety site controls are required at all times when work is being done in the right-of-away. A USA # is required before **ANY** work begins in the right-of-way.
- ✓ The permits, plans, specifications and all documentation shall be available at the job site at all times.
- ✓ Truck routes, if indicated on the grading application and/or grading conditions of approval and/or Planning conditions of approval are strictly enforced.
- ✓ Tree protection shall be installed and maintained until final signoff.
- ✓ Eroision controls and dust controls shall be installed and maintained all through construction..
- ✓ Sanitary facilities, all construction materials and construction debris shall be kept and well maintained on the project property and within the project property setbacks.
- ✓ The job site shall remain in a safe, clean and workmanlike manner. Littering laws are strictly enforced.
- ✓ Pools, pits, open trenches, drop-offs and all safety hazards shall be fenced off and/or barricaded for safety. Shoring and/or bench cuts shall be installed/done for vertical cuts > 2:1 or trenches over 4'6''tall or the bank shall be cut at a slope <2:1 from a point of 4'6". All work shall comply with Cal/OSHA standards www.**osha**.gov.
- ✓ The parking plan is strictly enforced. Adjoining and nearby parking strips and planting areas shall not be damaged. All construction parking should be maintained on the project site.
- ✓ Do not park in front of mailboxes (mail will not be delivered).
- ✓ To lessen the impact on the neighborhood, it shall be the duty and responsibility of the person in charge to coordinate all parking, construction processes and deliveries with other nearby construction sites and/or properties that are also under construction.

The person in charge shall notify and periodically remind all workers and sub contractors of these minimum standards and best construction practices.

BE ADVISED:

Failure to comply with the Town of Hillsborough's Municipal Code and/or the California Building Codes will result in a stop work being issued. Stop Work Notices will not be lifted until the corrections are made and a permit reactivation fee has been paid in the amount of **$250.00** up to **$1000.00** per Section 15.04.07

Be advised the HMC Sect. 15.26 requires an on-site full time Superintendent (See permit card if applicable)

Job Site Address:_____ **Permit #**_____

Project Superintendent _____ **Phone #** _____

Contact person:_____ **Phone #** _____