



City of Millbrae
Community Development - Building Division
621 Magnolia Ave., Millbrae, Ca. 94030
650-259-2330 Fax 650-697-2675
Website - www.ci.millbrae.ca.us

CONSTRUCTION SITE MANAGEMENT

This document has been prepared to inform you of the City's rules and regulations that apply to construction site management. These regulations have been put into place to protect the project neighborhood from the visual blight of construction projects.

Address Number: All projects shall have a visible address number from the street. Numbers shall be a minimum four (4") inches in height.

Hours of Construction: Monday thru Friday 7:30 am to 7:00 pm, Saturdays 8:00 am to 6:00 pm, Sunday's and Holiday's 9:00 am to 6:00 pm. Nothing shall happen before or after these hours. This include starting or setting up of equipment or gathering of workers.

Fencing: The project shall be secured to avoid trespassing. In the event the site cannot be secured, a six (6') chain link fence shall be required. Such fencing may have fabric panels attached to the fence, however, this will reduce the ability for passing police vehicles to be able to view the site for security protection. The project sign if required shall be attached to the street side of the fence. Project sites that continually have debris visible from the street may be required to install fabric to hide the debris.

Porta Potties / Toilets: Shall be placed entirely on the constructions site. They may not be set in the planter strip along the sidewalk or in the city street. These units shall be staked down to prevent tipping over and spilling it's contents. If this happens the contractor / property owner is responsible for clean up and any penalty costs.

Temporary Power Poles or Pedestals: Shall be placed entirely on the project site / property including any bracing. No cords may run across city sidewalks.

Dumpster and Storage Containers: Shall be placed on site whenever possible. If they cannot be set on the site then an Encroachment permit is required from the City Engineering / Public Works Department. Public Works may limit the amount of time the dumpster or storage box can be in the city street. Long term use of sidewalk or street will require a special permit from Public Works. The contractor and/ or Property Owner will be responsible for any damage to streets or sidewalks.

Material Storage: Every effort shall be made to store materials on site. If it is unfeasible to store materials on site and the street must be used, an Encroachment permit **MUST be obtained BEFORE** placing any materials on the street. The Contractor / Property Owner is responsible for all protection measures required by the encroachment permit, ie; flashers, barricades, traffic cones, plastic, waddles, etc. Materials must be kept in a neat and orderly fashion and not block the flow of water in the gutter line. Gravel, sand and similar materials shall be placed on plastic and have a berm or waddles entirely surrounding the material piles to prevent material or water flow into gutter without first being filtered.

Construction Debris: Construction debris must be stored on site until disposed of in a dumpster or off hauled by the contractor / owner. Debris piles may not exist longer than 2 weeks in the front yard area, but in no case can any debris be on site longer than 30 days regardless of location. The City may impose restrictions on construction or inspections until compliance with this requirement is obtained.

Compliance with Storm Water and NPDES Regulations: The contractor and/or property owner is responsible to protect the storm drain inlets from construction water / drainage, storm water runoff , dirt tracking into the street, concrete truck clean up, etc. See the Best Management Practices handouts for further information. Note: that after storms the Building Division will be visiting all construction sites to gauge each site on its compliance and will issue correction notices as needed.

Stabilized Construction Entrances: Each project shall have a cement or gravel construction entrance that all deliveries and personnel are to use to access the job site. This entrance shall be maintained throughout the construction process.

Project Information Sign Specifications

On new projects, 2nd story additions and major remodels / rebuilds (where 50% or more of the building is being worked on), or projects in excess of \$150,000 a project information sign shall be placed in the front yard or on the fence facing the street. The sign shall be a minimum 24" high x 48" wide panel with a minimum four (4") high lettering for the address and hours of construction and minimum two (2") for all other information. Sign shall remain visible / readable for the entire project.

Sign shall include

- Project Address
- Owners Name and Contact Number
- Contractors Name and Contact Number
- Architect Name and Contact Number
- City of Millbrae - Building Division - 650-259-2330
- Hours of Construction

Example of a Project Sign

<p style="text-align: center;">Project Address: 621 Magnolia Ave.</p> <p style="text-align: center;">Owner - Jeff Done-it - 650-123-4567 Contractor - Finally Done Construction - 650-234-5678 Architect: - As Built Architects - 650-345-6789 City of Millbrae - Building Division - 650-259-2330</p> <hr/> <p style="text-align: center;">Hours of Construction</p> <p style="text-align: center;">Monday to Friday 7:30 am to 7:00 pm Saturday's 8:00 am to 6:00 pm Sunday's and Holiday's 9:00 am to 6:00 pm</p>
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