



## **SMALL CELL PRE-CONSTRUCTION CHECKLIST**

**\*\*\*\*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](mailto:zegars@naperville.il.us) via email at least 48 hours prior to the start of construction for coordination with our staff accordingly.

### **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 and it is advisable to work with the private property ownership to have all of their private underground facilities marked out in advance of your project to avoid conflict.**

### **WORK ZONE AND RESTORATION**

- For any roads classified as a major arterial roadway and as such has limited work hours and will require the use of an arrow board. You are not allowed to work on arterial roads between the hours of 6 AM – 9AM or 3 PM – 7 PM.
- It is our expectation for you to follow instructions to provide a safe work zone at all times as well as timely restoration of our right-of-way. You are required to complete all restoration work within 14 calendar days of the installation. Once restoration is complete a site final inspection is required to be scheduled so we can sign off on your restoration and close out your permit.
- Temporary patches must be asphalt, concrete or at a minimum cold patch. Gravel or plates is not acceptable. Please see the included pavement patching details for more information. Please note no use of flowable fill, for core patches use CA6 and epoxied plug.**
- To schedule your site final inspection please use the Customer Service Portal to request an inspection: <https://napervilleil-energovweb.tylerhost.net/apps/selfservice#/home>  
Please allow up to 72 hours for the inspection to be scheduled.



**AS-BUILT SUBMITTALS**

- As-built plans are required to be submitted to zegars@naperville.il.us via email at the completion of your project. Any changes made in the field for the installation from the approved plan shall be shown on the as-built plans and clearly identified as a field change. As-built plans are required to be submitted electronically in both PDF and DWG or shape file format so they can be added to our GIS system.

**RETURN OF SURETY**

- Your Right-of-Way Construction and Performance Bond will be held for 60 days after the approval of City restoration inspection. After 60 days and once the as-built plans have been submitted our Surety Team will work with you on the release of the bond.

**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.

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