



Application No. _____

COUNTY PROPERTY PERMITS APPLICATION FOR BUS SHELTERS/BENCHES/STOPS

REQUIRED INFORMATION:

Permittee _____

(Person/entity that will operate and maintain new shelters/benches/stops)

Address _____ City _____

State _____ Zip _____ Contact Person _____ Phone (____) _____

Email Address _____ If Utility, who will be invoiced? _____

CONTRACTOR _____

Address _____ City _____

State _____ Zip _____ Contact Person _____ Phone (____) _____

E-mail Address _____

CONTRACTOR/ENGINEER _____

Address _____ City _____

State _____ Zip _____ Contact Person _____ Phone (____) _____

E-mail Address _____

PROJECT INFORMATION: Location/Address of Work _____

Nearest cross streets _____ Thomas Guide Page/Grid# _____ Area/Lot/Tract _____

PLANS: Please submit (4) sets of fully dimensioned or scaled plans. **All plan sets must have the project area clearly highlighted.** Provide a detailed description of your request including facility name, size, and type of material and length of time required:

A **\$65.00**, non-refundable filing fee is required at the time of application and will be applied to the balance of any additional fees required by Board Resolution 94-300. **Current Fees Are Subject To Change.**

Bus Bench – Annual Master Permit	\$ 259.00
Bus Bench – Rider	\$ 45.00 Per Bench/Per Year
Bus Shelter – Annual Master Permit	\$ 259.00
Bus Shelter – Rider	\$ 104.00 Per Shelter/Per Year
OCTA Bus Stop	\$ 79.00

Upon receipt of the above, staff will coordinate the review of your submittal. You will be advised of revisions, additional fees, surety deposit/bond amounts, insurance requirements and other items required prior to permit issuance. A valid certificate of liability insurance complying with the requirements of the County Risk Management Office is required before the permit can be issued. If needed, please ask for a sample certificate. Please allow minimum of (10) working days for processing initial request.

Upon completion of the permitted use, PERMITTEE is responsible for initiating the refund of surety deposit by calling the assigned Inspector for final inspection and sign-off. Refunds are processed within 6-8 weeks after sign-off by the Inspector.

Signature of Applicant: _____ Date: _____ Phone: (____) _____
(Permit cannot be processed without legible signature)

Print Name _____

DELIVERY ADDRESS:

County of Orange
County Property Permits
300 North Flower Street
Room 122, Station No. 7
Santa Ana, California 92703-5001

MAILING ADDRESS:

County of Orange
County Property Permits
P.O. Box 4048
Santa Ana, California 92702-4048