



Applying for an Engineering Permit:

Scan for permit portal

Step 1: To submit an application for a permit, go to the IworQ permitting portal here: [Citizen Portal \(iworq.net\)](http://Citizen Portal (iworq.net))

Then, select the permit icon under **Submit an application.**

Submit an Application



Use the icon to apply for an Engineering Permit online.

Please fill out all required information and upload all required documents.

Failure to provide all information or documents may result in delays.

After submitting through the portal, application will be reviewed by staff and an invoice will be emailed to the address listed on the application for permit fee/deposit.

Payment can be made through the portal by e-check or by card (additional 2.49% fees apply).

Required documents include:

- Liability Insurance documents from the contractor and subcontractors performing the work
- Copy of Contractor/Subcontractor license
- Copy of Contractor/Subcontractor City of Highland Business License
- Traffic control plan(s) pursuant with the current CA MUTCD or CATTCH Manual, if applicable
- Construction plans with project location and Scope of Work
- Engineering Standards Drawings
- Depending on scope of work, additional items may be required prior to approval

Use this [Web Link](#) for Engineering applications, standards, insurance examples, base plans, and fees.

***Applications are typically reviewed within 1-3 business days. Staff will review the application and submittal documents for completion and respond with acceptance of the application or a request for the missing information that is required.

Step 2: Fill out all the required information fields.

Under the Contractor(s) section, look up and select any and all contractors and subcontractors who will be working on this project. If they are registered with the City, then they will appear here. If they are not registered with the City, please enter the contractors information.

Please also give a detailed description of the work to be done in the field that asks for it.

| | |
|---|--|
| Property Information | Contractor(s) |
| Search properties... x | Search contractors... x |
| | Contractors with expired licenses are not eligible to submit this form. If you can't find a linked contractor in the search results, please contact us for assistance. |
| Project Information | |
| * Project Location: | * Description of Work: |
| Contractor Information (Fill out this section if contractor is not found in "Contractor search" section above) | |
| Contractor Name: | Phone: |
| Email: | Contractor Address: |
| City, State, Zip: | License Type(s): |
| Expire Date: <small>mm/dd/yyyy</small> 📅 | City Business License #: |

Step 3: After entering in your project information, you will eventually come to this signature section. You will need to click where it says “[Click Here to Sign]” to open up a digital signature box and also type your name in the field below it. **[Click save after signing.](#)**

All work performed under this permit, shall be in conformance with these permit conditions, applicable City Ordinances, codes, regulations, specifications and, if applicable, according to City approved Improvement Plans for such work, to the satisfaction of the City Inspector. The Applicant shall notify the City's Engineering Department to schedule Inspection a minimum of twenty-four (24) hours prior to beginning any of the operations described under this permit, and for scheduling subsequent inspections. The City, at its sole discretion, reserves the right to suspend work, or revoke this permit, if operations are performed without City inspection. Contractor shall and hereby does agree to repair and/or replace any and all such existing improvements, facilities, etc., which are damaged, removed, displaced, obliterated, etc., as a result of work performed under this permit, as described herein, without expense whatsoever to the City. In the event of failure to comply with the above mentioned conditions within seven (7) days after being notified in writing, or in the event of an emergency, the City is hereby authorized to proceed to have the defects repaired and made good at the expense of the Contractor, who hereby agrees to pay the cost and charges therefor immediately on demand.

If requested by the City, the applicant shall provide a sketch of the proposed work, to the City's Engineering Department. The sketch shall include all existing street improvements, structures, property lines, utility facilities, landscaping improvements, public or private, etc., within 50' of the proposed operations, and, if required, a traffic control plan shall be prepared by the applicant and submitted to the City for review and approval.

Signature: * Type Name:

[Click here to sign](#)

Step 4: Upload any required documents, each file will need to have an item uploaded to it.

Required documents include:

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Insurance

(File Types: .pdf):

[Choose File](#)

Description of the Insurance

Contractor's License

(File Types: .pdf):

[Choose File](#)

Description of the Contractor's License

Other Files

Files

[Choose Files](#)



Step 5: After submitting through the portal, application will be reviewed by staff and an invoice will be emailed to the address listed on the application for permit fee/deposit.

Payment can be made through the portal by e-check or by card.

Step 6: After your permit application has been submitted and received, it will go under review. If there are any corrections needed, then you will receive emails from the City requesting them along with instructions on how to provide them.

Once all reviews are complete and the project is approved, you will receive the issued permit to the email address provided.