



CITY OF CHICO MEMORANDUM

TO: PRIVATE DEVELOPMENT COMMUNITY DATE: JUNE 3, 2024

FROM: PUBLIC WORKS – ENGINEERING

SUBJECT: MATERIAL SUBMITTAL REQUIREMENT FOR PRIVATE DEVELOPMENT PROJECTS

This memorandum is to inform contractors, engineers and developers about the updated procedures for submitting material documentation to the City of Chico before installation, a practice required by industry standards and the Chico Municipal Code. These changes are being implemented to ensure compliance with approved plans and specifications, so that the City has assurance of material quality and performance standards through the project plan approvals process to the construction and installation of such materials.

Effective immediately, all private development projects in the City of Chico must submit material documentation as mandated by the City of Chico Municipal Code.

Material submittals are crucial for verifying that all construction materials and products used within the City of Chico right-of-way meet the specifications outlined in the project design plans. Action and Informational Submittals must be submitted according to Section 5-1.23 of the 2023 Caltrans Standard Specifications.

Please ensure all necessary submittal documents are submitted for approval by the City of Chico before commencing work. These documents include, but are not limited to:

- Concrete mix designs
- HMA job mix formulas
- Certificates of compliance
- Shop drawings
- Product data sheets
- Samples
- Manuals

The City's Quality Assurance Program Manual (QAP), accessible on the City's website under City of Chico - Encroachment Permits <https://chico.ca.us/Departments/Engineering/Encroachment-Permits/>, contains a list of materials that solely necessitate a certificate of compliance. The specific material submittals required will vary based on the project's scope of work. Please allow up to 10 working days for material submittals to be reviewed and approved.

Before starting any work within the City right-of-way, obtaining an encroachment permit in compliance with Chapter 14.08 of the municipal code is essential. For clarification and consistency, encroachment permit applicants should anticipate providing material submittals during the application process. Failure to submit the required materials may lead to the City rejecting any work or materials used within the right-of-way, or possibly a Stop-Work notice being issued.

Material submittals can be emailed to encroachmentpermit@chicoca.gov. If additional information or assistance is needed, please contact J. Alvarez at j.alvarez@chicoca.gov.

Thank you for your cooperation in ensuring compliance with these requirements.