



AFTER-HOURS WORK REQUEST

COMMUNITY DEVELOPMENT DEPARTMENT

City Hall 1400 Highland Avenue Manhattan Beach, CA 90266-4795
Telephone: (310) 802-5500 FAX: (310) 802-5501 TDD: (310) 546-3501

Job Address _____	Permit Number _____
Applicant _____	
Applicant Email _____	Applicant Phone (____) _____
Applicant Mailing Address _____	
Contractor _____	City License _____
Contractor Email _____	Contractor Phone (____) _____
Contractor Mailing Address _____	
Site Representative _____	Site Representative Phone (____) _____

- Applicant must provide written notice to the affected neighboring properties (within 150 feet on each side of the subject property) at least 72 hours prior to commencing the work. The notice must include the location, duration and description of the project, as well as the non-emergency Manhattan Beach Police phone number (310) 545-4566. A copy of the notice must also be provided to the City.
- All City-recognized holidays must be observed (New Year's Day, Martin Luther King Day, President's Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day, Friday after Thanksgiving, Christmas Day). In addition, work is not allowed the night before a holiday.
- All equipment and materials MUST be staged inside the store during regular construction hours and approved after-hours. Doors will remain closed for the duration of construction activity, including preparation and clean-up.
- If approved, the letter of approval must be kept on hand at the construction site and presented upon request to ANY city official.
- Deliveries and exterior work will occur during regular construction hours, Monday through Friday 7:30 a.m. to 6:00 p.m. and Saturday 9:00 a.m. to 6:00 p.m.
- Noise must be kept to a minimum as established in section 5.48.140 of the Manhattan Beach Municipal Code.
- Unless otherwise authorized, all exterior activities are prohibited during approved after-hours.
- All lighting shall be controlled and directed away from residences and traffic.

I have reviewed, understand and agree to comply with the above conditions.

Applicant Signature: _____

Office Use Only:

Reviewed by _____ Date _____ Approved: YES NO

Please use the space provided to draw a general site plan with scope of requested after-hours work outlined

Include direction and distance to nearest residential property

REQUEST DETAILS

Requested Dates and Hours

Interior Work (typically 2-4 days processing)

Exterior Work (min. 2-3 weeks processing)
(Lighting / storage / loading requirements)

Type of Machinery/Equipment

PLEASE PROVIDE A DETAILED SCOPE OF WORK BELOW (TYPE OF WORK, LOADING REQUIREMENTS):

I hereby submit this After-Hours Work request for the work described above. I have carefully examined and read the above request form and state that the information is correct. By submitting this request, I am obligated to pay the request review fee whether or not the After-Hours Work request is approved. If approved, I understand all work must comply with current state and municipal regulations as required by section 9.44.000 Construction Rules.

Applicant Signature _____

Date _____

REQUEST REVIEW FEE \$186

(TRAN CODE 4000)

