

CITY OF SACRAMENTO PUBLIC WORKS DEPARTMENT  
**APPLICATION FOR ENCROACHMENT/EXCAVATION**  
 Encroachment & Construction Inspection Help Desk (916) 808-6810 FAX: (916) 808-7903

APPLICANT: \_\_\_\_\_ PHONE: ( ) \_\_\_\_\_

ADDRESS: \_\_\_\_\_ ZIP \_\_\_\_\_

APPLICATION IS HEREBY MADE FOR AN ENCROACHMENT PERMIT TO PERFORM THE FOLLOWING:

1. APPLICANT'S WORK ORDER JOB NUMBER \_\_\_\_\_

2. LOCATION OF WORK: \_\_\_\_\_ between \_\_\_\_\_  
Name of Road Cross Road or Address

3. GENERAL DESCRIPTION OF WORK TO BE DONE:

( a ) EXCAVATIONS: \_\_\_\_\_  
Width depth length surface material

( b ) CONDUIT: \_\_\_\_\_  
(type: pvc , metal etc. ) diameter ( conveying: water, gas, etc )

( c ) OTHER: \_\_\_\_\_  
( sidewalk, sign, driveway, etc. ) description

4. ESTIMATED START DATE : \_\_\_\_\_ DAYS FOR COMPLETION \_\_\_\_\_

5. PERSON FAMILIAR WITH DETAILS:

NAME: \_\_\_\_\_ PHONE NO. \_\_\_\_\_

6. APPLICANTS INSPECTOR, CONTRACTOR, FORMAN OR SUPERVISOR AS APPROPRIATE:

NAME: \_\_\_\_\_ PHONE NO. \_\_\_\_\_

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_

**APPLICANT CHECK LIST:**

- ✓ THREE COPIES OF THE SITE PLAN.
- ✓ THREE COPIES OF THE TRAFFIC CONTROL PLAN.
- ✓ PEDESTIAN RIGHT OF WAY IS ADDRESSED ON THE TRAFFIC CONTROL PLAN.
- ✓ DESCRIPTION OR SCHEDULE OF WORK TO BE PERFORMED. DAY, WEEK OR SHIFT. (PROGRESS WILL BE MONITORED, REVIEWED AND APPROVED ON A WEEKLY BASIS).

**APPLICATIONS WILL BE KEPT ON FILE A MAXIMUM OF 60 DAYS. YOU MUST ACTIVATE YOUR APPLICATION BY CALLING THE ENROACHMENT & CONSTRUCTION INSPECTION HELP DESK AT 808-6810, A MINIMUM OF ONE WEEK PRIOR TO THE START OF WORK. ALL REQUESTS FOR ACTIVATION RECEIVED BY MONDAY WILL BE REVIEWED WEDNESDAY OF EACH WEEK. UPON APPROVAL, WORK MAY BEGIN AS EARLY AS SATURDAY. THE CONTACT PERSON FOR THIS PROJECT WILL BE NOTIFIED BY PHONE.**

DEVELOPMENT USE ONLY			
PERMIT FEE ORDANACE #83070	FILE NUMBER	IMPROVEMENT SECURITY	ENGINEER
\$ _____	_____	\$ _____	_____

# APPLICANTS COPY OF GENERAL CONDITIONS

All work is subject to the requirements of Sections 12.12.010 through 12.12.170 of the City Code of the City. Particular attention is directed to the following:

**PERMIT – REQUIRED.** It shall be unlawful for any person to make or cause to be made any excavation in or under the surface of any public street, alley, sidewalk or any other public place for the installation, repair or removal of any pipe, conduit, duct, tunnel, power pole, or for any other purpose without first obtaining from the city engineer an excavation permit in compliance with this article.

**REQUIREMENTS.** Before issuing an excavating permit, the city engineer shall require:

(a) A written application for such permit, upon a form to be furnished by the city engineer, to be made and filed with the city engineer, wherein the applicant shall set forth the following.

1. the name and residence or business address of the person making such application;
2. the location and approximate area of the excavation; and,
3. the purpose of the excavation.

The applicant shall attach to the application form a plan showing the location of the proposed excavation, the dimensions thereof, and such other details as the city engineer may require to be shown upon such plan.

At the time the permit is issued, a nonrefundable fee in an amount established by resolution of the city council shall be paid, provided, however, that in any case where the city engineer determines the fee to be inappropriate based on the amount of work to be done to process the application, or for other good cause shown, the city engineer may waive the fee, in whole or part. No fees shall be charged for excavation permits for power poles.

Notwithstanding the foregoing, excavation by legally authorized utilities for service connections or for the location of trouble in conduits or pipes shall be according to the paragraph below titled "Blanket Permits".

**ISSUANCE.** (a) Upon receiving a written application for an excavation permit and a plan, the city engineer shall set forth all requirements, approve or disapprove the application, sign and return it to the applicant. Excepting only excavations described below as Emergency Excavations or authorized under Blanket Permits, one (1) day prior to start of the work, the applicant shall telephone the division and request a permit number, informing the City the date the work will commence. A permit number shall then be assigned to the job and a permit shall be sent to the applicant.

(b) No permit shall be transferable and shall be void unless the excavation to be made pursuant thereto is commenced within ten (10) days from the date of its issuance and the work diligently completed.

(c) Each permit shall state a time when all the work to be done thereunder shall be completed. The city engineer may grant extensions of time, provided satisfactory reasons thereof are presented by the applicant.

**COMPLIANCE WITH SAFETY REGULATIONS.** The applicant shall be responsible to comply with all current federal and state safety regulations.

**EXCAVATIONS NOT IN ACCORDANCE WITH PERMIT DECLARED UNLAWFUL.**

(a) It shall be unlawful for any person to make, cause or permit to be made, any excavation, or to install, cause or permit to be installed any tank, pipe, conduit, duct, tunnel, power pole, or other utility or appliance in or under the surface of any public street, alley, sidewalk or other public place, at any location, other than that described in the application for the excavation permit and as shown on the plans filed with the city engineer by such persons, and in accordance with the requirements of the permit. If the circumstance appearing after the excavation is commenced make it impossible to comply with the permit, the city engineer may grant a waiver to take such circumstances into account.

(b) Failure to comply with requirements set forth by the city engineer on any permit shall be cause for revocation of said permit until such time as violations have been corrected or substitutes have been approved by the city engineer.

**OPENING AND BACKFILLING TRENCHES.** (a) No trench shall be opened in any street for the purpose of laying pipes, conduits or ducts more than four hundred (400) feet in advance of the pipe, conduit or ducts being placed in the trench, except in the case of emergency, and only after the consent of the city engineer has been obtained.

(b) All trenches shall be backfilled to meet city standards for compaction, and the old torn up pavements and other rubble shall be removed, together with any surplus excavated material, within three (3) working days from the time such material is placed upon the street. After backfilling is completed, and prior to repaving the cut, the contractor or permittee shall remove all loose paving material and trim the edges of the excavation at the street surface to the satisfaction of the engineer.

(c) Whenever any caving occurs in the sidewalls of any excavation, the pavement above such caving shall be cut away. In no case shall any void under a pavement be filled by any side or lateral tamping.

**CLEARING UP STREETS.** In every case and at all times, the work of removing from the streets all obstructions, surplus materials, debris and waste matter of every description caused by and accumulated from the excavation shall be the responsibility of the permittee.

**REPAIR OF SUNKEN PAVEMENT OVER EXCAVATION.** In case the pavement or the surface of the street over any excavation should become depressed or broken at any time within two (2) years after the work has been completed, natural wear of the surface expected, the person who made the excavation shall upon written

notice from the city engineer, immediately proceed to inspect the depressed or broken area to ascertain the cause of the failure. The contractor or permittee shall make repairs to the installation or backfill and have the pavement restored as specified by the city engineer. In case such pavement is not completely restored within ten (10) days after such notice has been given, and unless delayed by a strike or condition beyond control, the city engineer shall then cause the work to be done at the expense of the delinquent person after giving such person twenty-four (24) hours final notice. In such case, the city shall be responsible for any future repairs of that portion of such street repaired by city forces.

**FAILURE TO COMPLETE WORK WITHIN SPECIFIED TIME.** In case any part of the work referred to in this article is not completed within the time required except by reason of legal holidays or delays caused by strikes, or unless the city engineer shall notify in writing the person doing the work to complete the same within forty-eight (48) hours after such notice has been mailed or served, the city engineer shall have full power to do such work, or may contract for the performance of such work as will restore the work area to a safe and passable condition until such time as the work can be completed. The cost thereof shall be assessed against the delinquent person or permittee.

**EXCAVATIONS, ETC., TO BE UNDER SUPERVISION OF THE CITY ENGINEER.** Any person engaged in making or backfilling any excavation in any public street, alley, sidewalk or other public place, shall at all times while such work is in progress keep at the job locations, the original permit or a copy thereof, and must, on demand, exhibit the same to the city engineer, his authorized representative or any police officer. Such person shall also maintain at such job location, a sign, barricade, or other device bearing his name.

**EMERGENCY EXCAVATIONS.** Nothing in this article shall be construed to prevent any person maintaining any pipe, conduit, or duct in or under any street, alley sidewalk, or other public place by virtue of any law, ordinance or permit, from making such excavation as may be necessary for the preservation of life or property when the necessity arises, provided that the person making such excavation shall notify the city street maintenance division within one (1) day after the offices of the city are first opened subsequent to such excavation.

**BLANKET PERMITS.** The city engineer may issue blanket permits for any utility to make excavations for service connections, for the location of trouble in conduits or pipes, for making repairs thereto, or for emergency purposes. Blanket permits shall be issued on a yearly basis only, and will authorize excavation only as stated above. Blanket permits shall not be issued for new installations or facilities.

**LIABILITY OF CITY.** Neither the City nor any officer or employee thereof shall be held responsible for any damages caused by any excavations made in any street, alley, sidewalk or other public place made by any person under the authority of a permit issued pursuant to the provisions of this article. The person acting pursuant to such permit shall be solely liable for any damage or loss occasioned by any act or neglect in respect to such excavation.

**ADDITIONAL REQUIREMENTS FOR CABLE TV FRANCHISEE, PRIVATE PARTIES AND NON-PUBLIC UTILITIES.** (a) Cable TV franchisee shall construct facilities in accordance with the Cable System Construction Guidelines which have been approved by the Cable TV Commission and shall be responsible for pavement restoration unless otherwise specified in the permit.

(b) Authorized installations shall, upon demand of the Director of Public Works, be immediately relocated or lowered to avoid potential conflicts. All expenses incurred in relocating, lowering lines, potholing or marking of facilities to determine their exact location after the original installation shall be paid for by the permittee. In case any part of the work referred to in this article is not completed within a time acceptable to the City, the Director of Public Works shall have full power to do such work or may contract for the performance of such work and the cost thereof shall be assessed against the permittee.

(c) Upon completion of underground or surface work and at the discretion of the Director of Public Works, permittee shall furnish as built plans of the installation showing a correct plan view to scale, details and profile showing the locations of all elements based on data obtained in the field during construction.

(d) Permittee shall take out, pay for and maintain during the period in which this permit is in effect, a policy of public liability and property damage insurance protecting himself, his agents and employees against the liability or injury or death sustained or suffered by the public or damage to the property of the public by reason of the work carried on under this permit or the encroachment maintained hereunder. Public liability insurance shall be for the limits of at least \$300,000 for the injuries to one and \$500,00 for injury to more than one person and property damage limits shall be for the sum of \$100,000. The insurance shall be placed with a company satisfactory to the Risk Management Division, prior to the date that work under this permit is commenced. Said policy or policies of insurance shall name the grantor, its officers and employees as additional named insureds and shall contain an endorsement precluding cancellation or reduction in coverage without giving the Risk Management Division at least ten (10) days' notice prior thereto.

(e) If required on the face thereof, the permit shall not be effective for any purpose unless and until the permittee files with the Risk Management Division or granted a corporate surety bond in the amount specified on the face thereof, said bond to fully assure the performance by permittee of all obligations imposed upon permittee under the provisions of the permit.

1. Unless otherwise indicated, working hours are 8:30 a.m. to 4:00 p.m. Mon. – Fri.

2. All work shall conform to the standard specifications for public works construction unless otherwise noted.



## REQUIREMENTS FOR CERTIFICATES OF INSURANCE

- 1) The City of Sacramento requires all certificates of insurance to be submitted on a standard Acord form or on the insurance company's letterhead. The City does not accept declaration pages. The named additional insured endorsement signed by an authorized representative of the insurance carrier must accompany the certificate of insurance.
- 2) The Insurance Company must either be licensed to do business in the State of California or have a Best Guide Rating of A-VII or better.
- 3) The City of Sacramento must be listed as the certificate holder as well as an additional insured with respects to General Liability and Automobile Liability.. For example, "The City of Sacramento, its officials, agents, employees & volunteers".
- 4) The City of Sacramento does not accept California Assigned Risk until it is accepted by a valid insurance company which meets the requirements in number (1) above, and is on a standardized Certificate of Insurance form with a valid policy number.
- 5) For all auto liability insurance, the following information must be listed on the certificate of insurance:

Taxi Cabs: Cab number(s), the VIN or vehicle identification number(s) and a vehicle description.

Mobile Vendors: VIN or vehicle identification number(s) and a vehicle description.

Private Refuse: VIN or vehicle identification number(s) and a vehicle description.

Tow Trucks: VIN or vehicle identification number(s) and a vehicle description.

- 6) The City of Sacramento requires a valid policy number to be provided by an insurance company that meets the requirements listed above. The City does not accept “binder numbers”, “pending”, “TBD”, “to follow”, “to be announced”.
- 7) The City of Sacramento requires a 30-Day written notice of cancellation to be designated on the certificate of insurance.
- 8) The Certificate of Insurance must be signed by a legitimate agent.
- 9) The issue date must be provided on the Certificate of Insurance as well as the policy’s effective and expiration dates.
- 10) The amount of insurance must meet the minimum requirements as set forth in the applicable City Code.
- 11) The business or company name must be listed as well as the insured’s name. (For example, Doing Business As or DBA may be used).

If you have any questions on the above, please contact the Risk Management Office at (916) 808-5556.