



ENCROACHMENT PERMIT ON PUBLIC RIGHT-OF-WAY

Permit Number

Applicant: _____ Date: _____
Address: _____
City: _____ State: _____ ZIP: _____
Phone: _____ E-mail: _____

APPROVED: BY THE DEPARTMENT DIRECTOR

Subject to the General Provisions and Special Conditions, and all work must conform to the project's approved Storm Water Pollution Prevention Plan or the most current version of the City of Stockton Storm Water Pollution Prevention Maintenance Staff Guide, whichever is applicable.

By: _____ Date: _____

Associated Permit(s): _____ Expiration: _____

WORK LOCATION: _____

Start Date: _____ Completion Date: _____

ATTENTION: Applicant/Contractor- you are responsible to replace all broken, damaged, and/or raised sidewalk, curb and gutter from score mark to score mark adjacent to the parcel; remove USA markings upon completion of the permitted work.

PERMIT NOT VALID WITHOUT A CONTROL NUMBER

CALL (209) 937-8366 TO REQUEST A CONTROL NUMBER NO LESS THAN 24 HOURS, BUT NOT IN EXCESS OF 72 HOURS PRIOR TO START OF WORK.

CONTROL # _____

I (or we) hereby apply for an Encroachment Permit to carry out the following work:

Show sketch or refer to attached Drawing

Official Use Only	
Base Permit Fee	\$
Additional Footage Fee	\$
Misc.	\$
Misc.	\$
Misc.	\$
Total	\$
Special Conditions:	

IMPORTANT: Applicant hereby agrees to comply with all provisions of this permit, as well as all applicable city ordinances, resolutions, Standards and Specifications currently in effect, and to pay to the City its actual cost for removal and proper replacement of any item which does not meet the above requirements. Failure to comply will be cause for revocation of this permit. Applicant agrees to indemnify and hold the City harmless against any and all losses, costs, or damages resulting from injury to persons, death of person or damage to property occurring at the site of, or as a result of, work to be performed under this permit. A certificate of insurance shall be on file with the City Risk Manager prior to issuance of this permit.

IF THE WORK DOES NOT COMMENCE WITHIN 72 HOURS OF THE ISSUANCE OF A CONTROL NUMBER, THE CONTROL NUMBER WILL BECOME INVALID AND THE PERMITTEE SHALL CALL FOR A NEW CONTROL NUMBER. PRIOR TO ANY REQUIRED INSPECTIONS, AS IDENTIFIED ON THE REVERSE SIDE OF THIS PERMIT, PERMITTEE SHALL CALL INSPECTIONS AT (209) 937-8381.

Sign _____

READ GENERAL PROVISIONS ON THE REVERSE SIDE OF THIS PERMIT BEFORE SIGNING.

Print _____

GENERAL PROVISIONS

1. VALIDATION/REVOCAION - This permit is not valid unless signed by the Department Director or his authorized representative. This permit is non-transferable and is void if work is not completed prior to expiration date. An extension may be granted if such is requested forty-eight (48) hours before the permit expires.
2. ACCEPTANCE OF PROVISIONS - It is understood and agreed by the permittee that the performing of any work under the permit shall constitute an acceptance of the provisions.
3. KEEP PERMIT AT JOBSITE - The permit and control number shall be kept on the jobsite and shall be shown to any representative of the City requesting verification of permit issuance.
4. INSPECTION AND APPROVAL - A minimum of 24 hours notice shall be required prior to placing any backfill, connection to any existing facility, or the placement of any concrete or asphalt paving. Inspection shall not be deemed a waiver on the part of the City of the right to demand correction of defects discovered at a subsequent date.
5. STANDARD PLANS AND SPECIFICATIONS- All work shall conform to the City of Stockton Standard Plans and Specifications.
6. SURVEY MONUMENT PRESERVATION - Any monuments including, but not limited to, chisel crosses, witness corners, and iron pins that control the location of subdivisions, tracts, boundaries, property lines, roads, streets, or provide survey controls, and that may be disturbed or destroyed during construction, shall be referenced by a licensed land surveyor and reset in the surface of the new construction or set a permanent witness monument. Corner records or Records of Survey shall be filed as required. (California Business and Professions Code 8771 and California Streets and Highways Code 732.5, 1492.5, 1810.5)
7. MINIMUM INTERFERENCE WITH AND PROTECTION OF TRAFFIC - All work shall be planned and carried out so there will be the least possible inconvenience to the traveling public. Placing of lights, barricades, warning signs and other safety devices required for public safety shall be the responsibility of the permittee. All work-zone traffic controls shall be in accordance with the most current revision of Chapter 5 of the State of California, Department of Transportation Traffic Manual.
8. STANDARD WORKING HOURS - All work shall be restricted to the hours between 8:30a.m. and 4:30p.m., except on arterials and collectors where the work is limited to the hours between 9:00a.m. and 3:00p.m., unless otherwise noted on this permit.
9. FAILURE TO COMPLY WITH GENERAL PROVISIONS - The permittee agrees to reimburse the City for performing all work and furnishing all materials to correct any failure to comply with these provisions, as well as all applicable City Ordinances and Standard Plans and Specifications currently in effect.
10. NOTIFICATION OF UTILITY COMPANY - The permittee shall notify utility companies 48 hours prior to beginning any construction, which may involve underground or overhead facilities and will pay all expenses for any removal or relocation necessary. Valves on water mains may not be turned off without permission of the utility company involved.
11. NOTIFICATION OF POLICE, FIRE AND PUBLIC WORKS DEPARTMENTS - When streets are to be blocked, the Police, Fire and Public Works Departments are to be notified each day the street is to be blocked and/or when traffic is delayed or hindered. Access to fire hydrants shall be maintained at all times. Streets will not be closed without prior approval of City Traffic Engineer and Permit Engineer.
12. CLEANUP OF JOBSITE - The permittee will remove any refuse material from the jobsite within three days after completion of the work.
13. DELINQUENT BILLS - Failure to pay any delinquent bill accrued under any previous permit issued by the Department will be cause for rendering the applicant ineligible for any other permit from the issuing Department until such bill is paid.
14. MEETING EXISTING IMPROVEMENT - The permittee shall be responsible for meeting all adjacent frontage improvements such as paving and sidewalks.
15. PARKING METER AND TRAFFIC SIGN REMOVAL - The permittee shall contact either the Traffic Maintenance Supervisor at (209) 937-7408, or the Senior Public Works Supervisor at (209) 937-8381 of the Public Works Traffic Devices Section, at least 48 hours prior to any parking meter or traffic sign removal.

*****IMPORTANT*****

MANDATORY Encroachment Permit Procedures

To provide a more efficient and economical inspection service for Encroachment Permit construction, the following procedure shall be followed by all permittees:

1. Call the Permit Engineer at (209) 937-8366 to obtain a control number, no less than 24 hours, but not in excess of 72 hours prior to the start of work, and prior to any required inspections as identified below. If work does not begin within 72 hours of the issuance of a control number, the control number will be invalid and the permittee shall call for a new control number. (For City Capital Improvement Projects or subdivision improvements, permittee shall contact the assigned City Project Engineer at (209) 937-8411 for specific instructions prior to the beginning of any work.)
2. Discuss with the Permit Engineer or inspector any unusual or difficult features of the construction.
3. Advise Permit Engineer or inspector of name and phone number of contact person for the project prior to beginning work.
4. Notify Permit Engineer or inspector one day in advance to cancel a scheduled inspection or to request an additional or earlier inspection.
5. Notify Permit Engineer or inspector upon completion of construction at (209) 937-8381.

REQUIRED INSPECTIONS

Listed below are several types of construction and points at which inspections must be made, prior to continuing construction operation. Unauthorized continuance of construction beyond an inspection point may result in rejection of all work.

CONCRETE:

1. Grade and excavate before forming
2. Forming before placement of concrete
3. Beginning and during asphalt paving
4. Cleanup and final approval

PIPE INSTALLATION:

1. Excavating and bedding
2. Pipe Installation and/or utility connections
3. Backfill (compaction test may be required)
4. Beginning and during asphalt paving
5. Final approval