



**CITY OF GRASS VALLEY
ENGINEERING DEPARTMENT**

Approved Permit No.: _____

125 East Main Street
Grass Valley, CA 95945
530-274-4373
Fax: 530-274-4399

ENCROACHMENT PERMIT APPLICATION

*** PLEASE COMPLETE THIS ENTIRE APPLICATION OR WE MAY NOT BE ABLE TO PROCESS YOUR PERMIT ***

Permit Type: (check one) Short Term _____ Long Term (New / Renewal) _____ Blanket Permit _____
circle one

<u>APPLICANT</u>		<u>PROPERTY OWNER</u>	
Name:		Name:	
Address:		Address:	
Phone: ()		Phone: ()	
<u>CONTRACTOR</u>			
Name:		City Business License No.:	
Address:		USA Ticket No.:	
Phone: ()			
Contractor's License No.:		Class:	

LOCATION OF WORK: _____
Estimated Start Date: _____ Completion Date: _____
APPLICANT HEREBY APPLIES FOR PERMISSION TO:
Estimated Cost of Work: _____

Submitted (all are required unless waived by the City):

- Improvement Plans (3 copies) Traffic Control Plan Liability Insurance Certificate and Endorsement

The undersigned does hereby agree to comply with the current City of Grass Valley Standard Specifications and details, Section 12.48 of the City Code and other ordinances, and with the General Provisions and Special Conditions as stated on this permit. The undersigned shall be responsible for all claims and liabilities arising out of work performed pursuant to the Encroachment Permit, or arising out of the undersigned and his/her agent's failure to perform any of the requirements of the Permit. The undersigned hereby agrees to indemnify, defend and hold harmless the City of Grass Valley, its officers, agents, employees and volunteers from any and all liabilities, claims, losses and expense, including attorney's fees and court costs and interest, in any manner caused by, of whatsoever kind of nature, arising out of, or in connection with, this Encroachment Permit.

Signature of Applicant: _____ Date: _____

Name: Name of party responsible for work. Must be consistent with person / company shown on insurance.
Description of work: Plan (3 copies) should include: structures, sidewalks, driveways, etc., as well as proposed construction, street names and addresses included. Also, construction details should include dimensions and specify materials to be used; concrete, asphalt, etc.
Project Cost Estimate: This amount is an approximation of the costs of construction in City right-of-way only.
Insurance: A certificate of insurance naming the City of Grass Valley as additionally insured is required. The limits are \$1,000,000.00 each occurrence and \$2,000,000.00 aggregate. An endorsement must also be provided.
Signature: Person / company performing work.
Business License: Contractors must have a current City of Grass Valley business license on file prior to issuance of an encroachment permit or they will be charged for a one-time business license each time they do work in the City limits.
U.S.A. Ticket: Underground Service Alert, all underground services must be located prior to starting work.
Inspection: Call for inspection 48 hrs. in advance of construction (530) 798-6808 or (530) 274-4373.

TO BE COMPLETED BY CITY	
	<u>FEES</u>
Permit	\$ _____ (Refer to current Budget)
Inspection	\$ _____ (Determined by Engineering)
Other Charges / Fines	\$ _____ (specify) _____
TOTAL	\$ _____
Receipt No.	# _____ Date _____

Reviewed / Approved: <input type="checkbox"/> Traffic Control Plan <input type="checkbox"/> Plans <input type="checkbox"/> Business License <input type="checkbox"/> Insurance/Endorsement	Performance Guarantee SURETY No.: _____ Cash Amount: _____ Receipt No.: _____ Date Released: _____
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THE REQUESTED PERMIT NUMBER _____ IS HEREBY GRANTED. CONDITIONS ATTACHED:

Approved By: _____ Date: _____ Expires: _____ **Yes**
 Final By: _____ Date: _____ **No**

GENERAL PROVISIONS

1. VALIDATION - This permit is not valid unless signed by the City Engineer or his authorized representative.
2. REVOCATION - This permit is non-transferable and is void if work is not completed prior to expiration date. An extension may be granted if such extension is requested forty eight (48) hours before the permit expires.
3. ACCEPTANCE OF PROVISIONS - It is understood and agreed by the permittee that the performance of any work under the permit shall constitute an acceptance of the provisions.
4. KEEP PERMIT ON JOB SITE - Permit shall be kept on the job site and must be shown to any official of the City upon request.
5. INSPECTION AND APPROVAL - A minimum of twenty-four (24) hours notice shall be required prior to placing any backfill, connection to any existing facility, or the placement of any concrete or paving work. 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.
6. STANDARD SPECIFICATIONS - All work shall conform to the City of Grass Valley Construction Specifications, Improvement Standards and Standard Drawings.
7. MINIMUM INTERFERENCE 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 traffic control shall conform to the requirements of the latest edition of the California Manual of Uniform Traffic Control Devices (MUTCD).
8. FAILURE TO COMPLY WITH GENERAL PROVISIONS - The permittee agrees to reimburse the City for performing all work and furnishing all material to correct any failure to comply with these provisions, as well as all applicable City ordinances and standards and specifications currently in effect.
9. NOTIFICATION TO UTILITY COMPANIES - Notification shall be given through Underground Service Alert (800) 642-2444 or (800) 227-2600. Valves on water mains may not be turned off without permission of the City Engineer or his authorized representative.
10. NOTIFICATION TO CITY - When streets are to be blocked, the Engineering Division is 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 prior to approval of the City Engineer or his authorized representative.
11. NOTIFICATION TO EFFECTED PROPERTY OWNERS - When work will result in restricted access, street closure, interruption of utility service or other temporary inconvenience, all property owners effected by the inconvenience shall be notified at least 48 hours prior to the start of work.
12. CLEANUP OF JOB SITE - Permittee will remove all refuse material from the job site immediately after completion of the work.
13. MEETING EXISTING IMPROVEMENTS - The permittee shall be responsible for meeting all adjacent frontage improvements such as paving and sidewalks.
14. MAINTENANCE AND REPAIR - The permittee is responsible for the maintenance and repair of encroachment work for a period of one year after acceptance by City.

TO THE PERMITTEE

To provide a more efficient inspection service for Encroachment Permit work, we are asking that the following procedure be followed by permittee:

1. Notify the Engineering Division (798-6808 or 274-4373) at least forty eight (48) hours prior to the start of work.
2. Discuss with the inspector any unusual or difficult features of the construction.
3. Notify inspector one (1) day in advance (798-6808 or 274-4373) to cancel a scheduled inspection or to request an additional/earlier inspection.
4. Notify the inspector upon completion of construction at 798-6808 or 274-4373.

INSPECTION SCHEDULE

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

CONCRETE

- a) Grade and excavation below forming.
- b) Forms before placement of concrete.
- c) Cleanup and final approval.

TRENCHING

- a) Prior to backfill.
- b) Prior to placing concrete cap.
- c) Prior to and after paving.

PIPE LAYING

- a) Excavation and bedding.
- b) Pipe laying.
- c) Backfill (compaction test may be required).
- d) Final approval.