



**CITY OF GRASS VALLEY
ENGINEERING DIVISION**

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

PERMIT NUMBER _____

ENCROACHMENT PERMIT APPLICATION

*******SEE REVERSE FOR FILING INSTRUCTIONS*******

Permit Type: (check one) Blanket _____ Construction/ Installation _____ Parking _____

1 - APPLICANT/RESPONSIBLE PARTY	
Name:	Business Name:
Address:	Phone: ()
	Cell: ()

2 - CONTRACTOR PERFORMING WORK	
Name:	State Contractor's License #:
Address:	3 - City Business License #:
	Fax: ()
Phone: ()	Cell: ()

4 - Location of Work (attach map if necessary):	
5 - Estimated Start Date:	Completion Date:
6 - Description of Work:	
Estimated Cost of Work:	

The undersigned does hereby agree to comply with the current City of Grass Valley Improvement Standards, 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 expenses, including attorney's fees, court costs and interest, in any manner caused by, of whatsoever kind of nature, arising out of, or in connection with, this Encroachment Permit.

7 - Signature of Applicant: _____ Date: _____

******TO BE COMPLETED BY THE CITY******

<u>FEES</u>	
Permit	\$ _____ (Refer to Current Budget) } <input type="checkbox"/> Bill to Blanket Permit
Inspection	\$ _____ (Determined by Engineering) }
Other Charges / Fines	\$ _____ (Specify) _____
TOTAL	\$ _____ Receipt #: _____ Date: _____
<input type="checkbox"/> Traffic Control Plan	<input type="checkbox"/> Business License
<input type="checkbox"/> Construction Plans	<input type="checkbox"/> Insurance/Endorsement
Conditions Attached	<input type="checkbox"/> Yes <input type="checkbox"/> No
Road Notice Required	<input type="checkbox"/> Yes <input type="checkbox"/> No
Performance Guarantee Req'd.	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Approved <input type="checkbox"/> Denied By: _____ Date: _____ Expires: _____	
Final By: _____ Date: _____ c: <input type="checkbox"/> Inspector <input type="checkbox"/> Building Dept <input type="checkbox"/> Police Dept	

CITY OF GRASS VALLEY ENCROACHMENT PERMIT APPLICATION FILING INSTRUCTIONS AND CHECKLIST

Please check (✓) each item to verify that the required information is attached/completed.

Your Application will not be accepted if any required item is missing.

- () 1 **Applicant:** Name of person/owner/business applying for encroachment. For encroachments abutting private property where the property owner will ultimately be accountable for maintenance and liability of improvements (sidewalk, overhanging sign, etc.), applicant should be the responsible party consenting to the execution of the work.
- () 2 **Contractor:** Name of contractor/business that will perform the work.
- () 3 **Business License¹:** 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. Record the business license number on application.
- () 4 **Location of Work:** Street address or intersection.
- () 5 **Dates:** Anticipated dates work is to take place.
- () 6 **Description of Work:** Briefly describe extent of work to be performed in the City right of way. **Attach three (3) copies of Construction Plans** showing proposed improvements and existing structures, sidewalks, driveways, etc. Include construction details showing dimensions and materials to be used and reference City Standard Details as necessary.
- () 7 **Signature:** Applicant's signature.
- () **Traffic Control Plan:** Attach traffic control plan, detailing lane, shoulder or parking closures and any required pedestrian re-routing for sidewalk closures. Show type, location and spacing of traffic control devices (signs, cones, barricades, etc.) and location of flagman. Reference City Standard Details as necessary.
- () **Insurance²:** Attach Certificate of Insurance naming the City of Grass Valley as additional insured; an additional insured Endorsement must also be provided. The limits are \$1,000,000.00 each occurrence and \$2,000,000.00 aggregate.

For full municipal codes please visit our website: www.cityofgrassvalley.com

¹Section 5.04.070 License required. (in part...)

There are imposed upon the businesses specified in this chapter, license taxes in the amounts prescribed in this chapter, and it is unlawful for any person to transact and carry on any business in the city without first having procured a license from the city to do so or without complying with any and all applicable provisions of this chapter. (Ord. 470 § 2 (part), 1991: prior code § 12-7)

²Section 12.48.310 Insurance--Requirements. (in part...)

The director of public works may require the permittee to take out, carry and keep in force public liability insurance in the amount of one million dollars minimum. The permittee shall also obtain a certificate of insurance and original endorsements naming the city as co-insured to accompany the application, ... Thirty days' advanced notice shall be provided to the city of the cancellation or expiration of such insurance. (Ord. 483 § 4 (part), 1992: prior code § 21B-1.300)