



Contra Costa County Public Works Department

APPLICATION AND PERMIT CENTER

Construction Inspector:
⑧
Shaded areas shall be completed by the County representative. Refer to symbol guide for instructions.

Permit No.: ⑤
Road No.: ⑧
Area: ⑥
USA No.: ⑦
Fed Tax ID No.: ④

Work Order/Job # _____

ENCROACHMENT PERMIT

Rev 08/05/22

For Office Use Only

Type of Encroachment Permit: Small Large Utility County Project/W.O. _____ ** Permit Violation

Permit Fee \$ _____ ② Inspection Fee \$ _____ ② Cash Bond \$ _____ ② Receipt No.: G- _____ ③

Permit to do work in accordance with Title 10 of the Ordinance Code of Contra Costa County, County Standard Plans and Specifications, and any Special Requirements shown or listed herein. **Read both sides of this Permit and all the attachments carefully. Keep this Permit at the work site.**

Permittee: _____ ⑨ **Contractor:** _____ ①
Address: _____ ⑨ **Address:** _____ ① Contractors License #
City/State/Zip: _____ ⑨ **City/State/Zip:** _____ ①
Contact Person: _____ ② **Telephone No.:** _____ ② **Fax No.:** _____ ②
Email Address: _____ ② **Cell Phone No.:** _____ ②

Expiration Date: All work described in this permit, including finish paving, shall be completed on _____ ③
If all work covered by this permit, including finish paving is not completed by this date, you must acquire a new permit.

Permitted Activity: **Excavate Curb, Gutter, Sidewalk*** Yes No **Excavate AC Pavement*** Yes No
 _____ ④

Emergency Contact Person: _____ ▲ **Telephone No.:** _____ ▲
 *Excavation Permits Require An Emergency Contact Available 24/7. **PERMITS FOR EXCAVATION REQUIRE A CURRENT USA NUMBER.**

Start Date: _____ ⑤ **Projected Completion Date:** _____ ⑤
 *Permit applications with more than 30 calendar days between the start and completion date must be accompanied by a detailed construction schedule

Site Address: _____ ⑥ **APN:** _____ ⑦
Latitude: _____ ⑥ **Longitude:** _____ ⑥

Items Attached or Referred to Herein and Made Part Hereof: ⑨
 General Permit Conditions Attachment _____ ; Special Road Encroachment Permit Conditions; Preserving Survey Monumentation;

The Permittee agrees to save, indemnify and hold harmless the County of Contra Costa, its officers, employees and agents from all liabilities imposed by law by reason of injury to or death of any person(s) or damage to property, including without limitation liability for trespass, nuisance or inverse condemnation, which may arise out of the work covered by this permit and does agree to defend the County, its officers, employees and agents against any claim or action asserting such a liability. Accepting this permit or starting any work hereunder shall constitute acceptance and agreement to all of the conditions and requirements of this permit and the ordinance and specifications authorizing issuance of such permit.

Signature of Permittee: _____ ⑩ **Date:** _____ ⑩

Print Name: _____ ⑩

By: _____ ★
 Robert B. Hendry III, Senior Engineering Technician
 For: Brian M. Balbas, Public Works Director, Contra Costa County

Work Completed
 Expired
 APPLY PENALTY – No Inspection Requested

Inspector: _____ Date: _____
Date: _____
Date: _____
Date: _____

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"Accredited by the American Public Works Association"

255 Glacier Drive, Martinez, CA 94553-4825

Office (925) 313-2000 • Direct (925) 374-2136 • Fax (925) 313-2021 • email: pw.permits@pw.cccounty.us

www.cccpublicworks.org

STANDARD ROAD ENCROACHMENT PERMIT CONDITIONS

I. GENERAL INSTRUCTIONS

- ALL WORK MUST BE INSPECTED. ARRANGE** for an **INSPECTION** by phoning _____ ③ or email _____ ③ *at least* two working days before you begin work. If you cannot reach the inspector contact the construction office at (925) 313-2320. **WORK DONE WITHOUT NOTIFICATION IS SUBJECT TO REJECTION AND/OR A PENALTY OF \$100.** Work done without inspection may have to be removed and be reconstructed. You must schedule a **FINAL INSPECTION** by phoning your inspector. **Refunds of deposits and/or bonds** will be processed **90 days** from the date the permit was signed off by the Public Works Construction Inspector. A signed off permit from another permitting agency or utility company does not guarantee the work performed under this permit has been completed satisfactorily.
- PROTECTION - Provide and maintain enough barricades, lights, signs, cones, flaggers and other safety measures to protect the public, in accordance with the current California Manual on Uniform Traffic Control Devices.
- TRAFFIC - A County road may not be closed to public traffic without the approval of the Board of Supervisors. Unless noted otherwise in attached General or Special Road Encroachment Permit Conditions, keep a minimum of one 10' wide traffic lane open to traffic while working; at all other times, two 10' wide lanes shall be open.
- STANDARDS - Work shall be in accordance with the latest edition of Caltrans Standard Specifications and Plans and County Standard Specifications and Plans.
- UTILITIES - Utility relocations are the responsibility of the permittee.
- UNDERGROUND SERVICE ALERT (USA) - Must be contacted prior to excavating in a County road right of way. Telephone 811. Any work found in progress without a valid USA number will be shut down and the roadway cleared. All USA and/or temporary survey pavement markings shall be removed by the permittee at the completion of work to the satisfaction of the County Public Works construction inspector.
- SURVEY MONUMENTS SHALL BE PROTECTED.** Any survey monuments removed, or disturbed, shall be replaced using surveying practices acceptable to the County Surveyor, who can be contacted at the Public Works Department at (925) 313-2000.
- FIELD CHANGES – Any modification due to field conditions must be approved by the inspector.
- IF WORK is performed **without a permit**, the fee shall be **double** the amount per fee schedule or a **minimum** of \$300. All work performed *without* a permit is subject to removal and/or reinstallation.
- STAFF CHARGES – Permittee is responsible for all staff charges associated with the permit. Any exceptions must be resolved before the permit is issued. Permits will not be signed off as complete until all the review and inspection charges are paid in full.

II. SPECIAL REQUIREMENTS - DRIVEWAYS (DRIVEWAY SHALL BE CONSTRUCTED FROM EDGE OF PAVEMENT TO PROPERTY LINE)

- Minimum driveway construction shall consist of 2" of asphalt pavement on 6" of Class 2 Aggregate Base. Concrete driveways within the County road right of way shall consist of a minimum of 6" of Class 3 concrete over 3" of Class 2 Aggregate Base. The driveway is to be sloped to prevent storm water runoff to flow onto the County road and shall not interfere with roadside drainage or cause erosion or deposition of silt.
- The driveway location shall comply with County Standard Plan No. CA70, shall not interfere with a legal encroachment or create a hazard or nuisance, and shall be spaced to make maximum street parking available.
- The top elevation of driveway 5' behind curb is to be .60' or 7 1/4" higher than the flow line of the gutter.
- The driveway elevation at the property line shall be within 1' of the elevation of the near shoulder and shall merge with the shoulder to preserve the roadbed section.
- If existing driveway depression is not used, it shall be completely removed (curb, gutter and sidewalk) by saw cut at next nearest expansion joint or score mark and replaced with concrete to conform to adjacent improvements - form board to be used at gutter lip and the pavement restored with asphalt concrete. Sidewalk and curb which is replaced shall be doweled. (See County Standard Plan No. CA 74)
- Existing curb and gutter, or curb, gutter and sidewalk shall be removed for full width of driveway with saw cut at next nearest expansion joint or score mark. (See County Standard Plan No. CA 70) A form board must be used at the gutter lip and the pavement restored with asphalt concrete. The new sidewalk and curb shall be doweled. (See County Standard Plan No. CA 74)
- Where driveways connect to County roads without curbs, shape a valley gutter across the driveway. The flow line shall match the flow line of existing roadside ditch.
- Install a culvert for full width of driveway. This culvert is to be laid to the flow line grade of existing roadside ditch. The minimum culvert diameter is 18".
- Driveway grade breaks shall comply with County Standards (See County Standard Plan No. CA 20)
- All broken curbs, gutters and sidewalks shall be completely removed by saw cut at nearest expansion joint or score mark and replaced to true grade and cross-section. The new curb and sidewalk shall be doweled. (See County Standard Plan No. CA 74)

III. SPECIAL REQUIREMENTS - STREET CUTS (See County Standard Specifications for Detailed Requirements).

- TRENCH EXCAVATION – Trench excavation and backfill requirements shall follow County Standard Plan No. CU01. Prior to the start of the work covered under this encroachment permit:
 - Any deviation proposed from the backfill material or asphalt concrete specified on the Standard Plan shall be approved by the Public Works Department's construction inspector.
 - Any deviation proposed from the trench excavation specified on the Standard Plan shall be approved by the Public Works Department's construction inspector.
- The Permittee shall not excavate trenches in advance of pipe placement. No more trench shall be excavated than can be finished, including pipe placement, backfill and temporary paving on the same day. Shoring shall comply with current CAL-OSHA safety orders.
- For trench backfill in other road right-of-way areas, the trench backfill shall consist of existing material or suitable backfill material as approved by the inspector. The trench backfill shall have a minimum relative compaction of 90 percent.

No jetting is allowed under any paved roadway or within a distance of 4' from the edge of existing pavement. Backfill shall be compacted by impact, vibration or any combination of these. Jetting will be allowed only when more than four feet from the pavement and when the backfill and trench are suitable for jetting and shall be supplemented with mechanical compaction to obtain required relative compaction.

- TEMPORARY PAVING - Temporary paving (or permanent paving) shall be placed at the end of each work day and shall have a minimum thickness of 1.5" of 1/2-inch, Type A asphalt concrete. The permittee shall maintain the temporary trench paving until the permanent paving is performed.

IV. SPECIAL REQUIREMENTS - SIDEWALK DRAINS

- Install a 3" inside diameter non-corrosive pipe through curb or through curb and sidewalk. One panel of sidewalk, curb and gutter, or where there is no sidewalk, 1' of curb only (don't remove gutter) to be removed by a saw cut. Pipe flow line shall match gutter flow line, and pipe shall be cut off flush with face of curb. Sidewalk concrete shall encase pipe in 3" concrete jacket. Replace curb, gutter, sidewalk and pavement to match adjacent improvements. (See County Standard Plan No. CD06)

Instructions for Completing the Encroachment Permit Form

The applicant shall provide all the information on the encroachment permit except for the shaded areas shown on the attached sample encroachment permit, which must be completed by the County representative.

- ① **Type of Permit:** (Small/Large/Utility): Determine what type of permit to issue based upon the scope of work and the amount of inspection required. **Small** encroachment permits generally include: sidewalks, driveways, street cuts for sewer laterals or utility service connections with trenches in the pavement <50', traffic control, bicycle races, and any small project that does not require engineering review and no more than one hour of inspection time. **Large** encroachment permits generally require engineering review, involve excavations with multiple trenches or a single trench >50' in length, will have multiple inspections and may involve multiple sites, may be associated with an entitlement such as Minor or Major Subdivision, Land Use Permit, Development Permit, or Road Acceptance. **Utility** encroachment permits are for any application applied for by a public utility company whether the project is small or large in nature. This may also include municipalities or political bodies or jurisdictions that the County would bill for the encroachment permit as opposed to requiring a deposit. The **Permit Violation** box should be checked when work is started/performed prior to the issuance of the permit. May also be used by the construction inspector when the permittee fails to contact the construction inspector for an inspection.
- ◆ **Work Order/Job #:** This is where the permittee can reference their work order or job number for the project
- ✳ **County Project/W.O.:** If the encroachment permit is being issued in relation to a County project then the County project number should be recorded here. "No Fee" permits must have a work order number recorded here to bill the permit and inspection fees against.
- ② **Permit Fee/Deposit:** **Small** encroachment permits are charged a flat fee. **Permit Fee \$50, Inspection Fee \$250 (per site/visit)**, for work involving excavation in the right of way a **cash bond of \$1000 (per trench)** is required. There are times when a small encroachment permit is issued for a project that involves multiple sites in close proximity or multiple trenches for the different utilities to connect their services. In these cases the inspection fee is multiplied by the number of sites and the cash bond would be multiplied by the number of trenches. **Large** encroachment permits are charged time and materials so an initial deposit of \$2000 is collected. On the permit \$1000 is written as the permit amount and \$1000 is written as the inspection amount. Cash bonds are typically required with the amount to be determined upon review of the improvement plans. **Utility** encroachment permits are billed time and materials. The permit/inspection amount is written as "To Be Billed".
- ③ **Receipt Number:** All of the receipt numbers associated with the encroachment permit are recorded here.
- ④ **Fed Tax Id #:** A Federal Tax Identification Number is required for all checks accepted as cash bonds in the amount \$5,000 or greater. (If the check is from a private party instead of from a corporation then a Social Security Number is required).
- ⑤ **Permit Number:** The next available permit number from the encroachment permit log is entered here.
- ⑥ **Area:** The County is currently divided into four inspection areas with letter designations, **A, B, C, or D**. A different construction inspector is assigned by Construction to each area. Enter the appropriate letter on the permit.
- ⑦ **USA:** All permits for excavation within the County road right-of-way require a current Underground Service Alert (USA) Number. Telephone 811. If the applicant has already obtained the USA number enter it on the permit otherwise they must provide it to the construction inspector.
- ⑧ **Road Number:** Look up the road number from the road log and enter it on the permit form.
- ⑨ **Permittee:** Enter the name and the mailing address of the Permittee. If a contractor is applying for the permit on behalf of a property owner/developer/utility company then the contractor should be listed on the permit as both the Permittee and Contractor unless the property owner/developer/utility company has signed the encroachment permit. Then the property owner/developer/utility company should be listed as the Permittee
- ⑩ **Contractor:** Enter the name and the mailing address of the Contractor. Include the State of California Contractors License Number.
- ⑪ **Contact Person:** Enter the name of the Contact person for the project and their telephone, fax, and cell phone numbers as well as their email address.
- ⑫ **Expiration Date:** Enter the expiration date on the permit. Typically, small encroachment permits are issued with an expiration date 30 days from the date of issue. ENCROACHMENT PERMITS ISSUED FOR SIDEWALK

REPLACEMENT PER THE HAZARD ABATEMENT LETTERS ISSUED BY MAINTENANCE SHALL HAVE AN EXPIRATION DATE NO LONGER THAN 30 DAYS FROM THE DATE OF ISSUANCE. Large and utility encroachment permit and in certain circumstances, small encroachment permits may have an expiration date more than 30 days from the date of issuance dependent upon the nature of the work. The permittee must submit a detailed construction schedule with the encroachment permit application in support of the request for additional time.

- ④ **Permitted Activity:** Indicate whether the proposed work will involve excavating in curb, gutter, and sidewalk and/or the AC pavement but checking the appropriate boxes. Enter a description of the work proposed within the County right-of-way. List all facilities to be installed, removed, or replaced including their dimensions. Include the size and/or lineal footage of all excavations within the County right-of-way.
- ▲ **Emergency Contact Person:** All permits involving excavating within the road right of way require the permittee to list an emergency contact person available 24 hours per day, 7 days a week, with the authority to respond to emergency situations when contacted by the County.
- ⑥ **Start Date:** Enter the proposed start date of the project. **Projected Completion Date:** Enter the projected completion date of the project. This should be based on the actual number of working days required to complete the project within the County rights-of-way. The permittee must submit a detailed construction schedule with the encroachment permit application when there is more than 30 calendar days between the proposed start date and the projected completion date. ***The actual permit expiration date assigned by the County may differ from the projected completion date suggested by the permittee.***
- ⑥ **Site Address:** Enter the site address of the project. Use a distance to the nearest cross street if there is no address at site. **Latitude and Longitude:** Use GIS information to pinpoint a coordinate for the proposed work.
- ⑦ **APN:** Enter the Assessor's Parcel Number.
- ⑧ **Construction Inspector:** Based upon the location of the project, enter the name, telephone number, and e-mail address of the construction inspector that is assigned by Construction to work in that area of the County.
- ⑨ **Attachments:** Check the box of the appropriate attachment(s) and/or list the name of any attachments not already shown on permit. **General Permit Conditions** are a set of pre-generated general permit conditions that serve as a starting point for most over the counter permits and can be modified as necessary. **Special Road Encroachment Permit Conditions** are a set of specific encroachment permit conditions generated for a permit application based upon the review of the improvement plans. **Preserving Survey Monumentation** is a standard attachment for all permits involving excavation or other work with the potential to disturb survey monumentation.
- ⑩ After reading the permit and permit conditions the **Permittee signs, Dates** and **Prints their name** on the encroachment permit.
- ★ **Signature:** After the permittee has signed the permit, the permit fees/deposit/bonds are collected and receipted, plans reviewed and permit conditions written, the Public Works representative issues the permit with their signature.