



PUBLIC WORKS DEPARTMENT

11 English Street
Email: publicworks@ci.petaluma.ca.us

Inspection Services

Phone: (707) 778-4474
Fax: (707) 776-3602

Inspection Request Phone: (707) 778-4548

ENCROACHMENT PERMIT

Please Note: Unless otherwise indicated, this permit is valid for a period of 30 days from the date of approval. Driveway approach and sidewalk construction in a developed area must be completed within 14 days after the start of removal or construction operations.

All permits are to be paid by check, made out to the City of Petaluma, or in cash for the exact amount.

Date Issued: _____

Permit No. _____

PROJECT LOCATION: _____

EXCAVATION: (check as many as applicable to the proposed project)

- Aboveground Utility:
[] Electrical
[] Telephone
[] Cable TV
[] Other

- Underground Utility:
[] Water
[] Gas
[] Electrical
[] Sewer
[] Storm Drain
[] Telephone
[] Cable TV
[] Other

- Installation/Repair/Replacement:
[] Sidewalk
[] Driveway
[] Street Paving
[] Curb & Gutter
[] Other

ENCROACHMENT:

- [] Parking Permit
[] Dumpster/Storage Container
[] Scaffolding/Barricades
[] Tree Trimming/Removal
[] Awnings
[] Outdoor Seating Area
[] Bike Racks
[] Street Furniture
[] Other

Please describe: _____

START DATE: _____ COMPLETION DATE: _____

Project Plans Required: Minimum of 8 1/2 x 11 schematic drawing or full set(s) of plans

Contractor: _____
Contact Name: _____
Address: _____
Phone: _____
License No.: _____

Owner: _____
Address: _____
Phone: _____

Bond Information:

A security bond shall be submitted with this application. See Below:

- [] Sidewalk/Driveway - Residential \$5,000
[] Sidewalk/Driveway - Commercial/Industrial \$5,000
[] Sewer/Water Lateral \$10,000

*NOTE: MINIMUM OF 24-HOUR NOTICE REQUIRED PRIOR TO WORK AND FOR ALL INSPECTION REQUESTS

CALL (707) 778-4548

USA Phone #: 1-800-227-2600

Excavation in Public Right-of-Way Required? [] Yes [] No If "yes", U.S.A. Ticket No.** _____

Current Certificates of Insurance []* **Permit will not be issued until applicant provides USA ticket number.

City business license on File? Yes []* Expiration Dates: W/C: _____ General: _____

*Permit will not be issued until applicant provides current insurance certificates and City business license.

The undersigned does hereby agree to indemnify and hold the City of Petaluma free and harmless from any liability in accordance with Section 13.04 and 13.12, Petaluma Municipal Code.

Signature: _____ [] Owner [] Owner's Agent Date: _____

Approved for Construction: _____ Date: _____ Permit Fee: \$ _____

Final Inspection By: _____ Date: _____ Issued by: _____

See Next Page for All Conditions Applicable to this Permit Issue # & Description _____

ALL CHECKED CONDITIONS SHALL APPLY TO THIS ENCROACHMENT PERMIT:

General:

1. Dumpsters and debris box locations shall be approved by the City of Petaluma.
2. Dumpster/Debris Box must have reflectors. Please call when box is picked up. (707) 778-4548.
3. All work shall be constructed as per the City of Petaluma construction standards and specifications.
4. Contractor shall provide a plan for safe pedestrian passage around the construction site. The plan shall be submitted to the City for review and approval prior to implementation. The plan shall be amended in the field as required by the City to accommodate field conditions.
5. A construction traffic plan shall be approved by the City. Parking may be prohibited. Public parking shall be made available in the evenings (after 5:00 p.m.) and weekends.
6. Contractor shall maintain barricades at all times.
7. Subcontractors must obtain a separate encroachment permit.
8. All disturbed traffic markings shall be replaced.
9. No construction equipment shall be parked on City streets overnight unless specifically approved by the City.
10. Businesses and residents in the immediate area shall receive written notice the proposed work, days of road and sidewalk closure, hours of operation and a contact person for applicable questions. The written notice shall be reviewed and approved by the City prior to distribution, and must be distributed at least 24 hours prior to the start of work.
11. Working hours are 8:00 a.m. to 5:00 p.m. Monday through Friday.
12. **Any damaged curb, gutter or sidewalk is to be replaced by property owner.**

Excavation:

13. All trenches shall be closed at the end of the work day with steel plates or temporary cut back.
14. Trench backfill shall be per City standards. Contractor shall install permanent paving as required.
15. Contractor shall excavate and expose all existing utilities. Utility elevations shall be verified by the design engineer (or if applicable, by the contractor and observed by a City representative).
16. All construction and related work shall be coordinated between the contractor, utility representatives, and City representatives.
17. Saw cut along lip of gutter. Do not damage existing pavement. If pavement is damaged, the pavement shall be saw cut and replaced a minimum width of 2 feet or as directed by a Public Works Inspector.
18. Existing roadway has pavement fabric. Saw cut a minimum of 4inches deep to cut through the fabric. Do not tear fabric during excavation.
19. Contractor shall obtain a grading permit from the City of Petaluma (Community Development Department, Building Division) for any proposed disposal of excess excavated material within the City as required per chapter 17.31, Petaluma Municipal Code.

Sidewalk/Driveway:

20. Saw cut along score lines of the sidewalk.
21. Install driveway approach as per Americans with Disabilities Act (ADA) requirements.
22. Driveway approach and sidewalk shall be replaced as per City standards within two weeks of the start of work. The limits of removal and replacement shall be marked in the field by a Public Works Inspector
23. Pave a minimum of 20 ft. behind driveway approach.
24. Bore under sidewalk or remove and replace sidewalk to install the underground pipe. Tunneling is not permitted unless approved by a Public Works Inspector.
25. Wheel chair ramps shall be in accordance with City standards.
26. Concrete forms and reinforcement must be approved by a City Public Works Inspector prior to concrete pour.
27. **Proper construction signage and traffic control during working hours.**

The following additional Conditions shall also apply:
