



Contra Costa County  
Public Works  
Department

**Construction Inspector:**  
Paul Tehaney  
(925) 595-6012  
[pteha@pw.cccounty.us](mailto:pteha@pw.cccounty.us)

**Permit No.:** \_\_\_\_\_  
**Area** **B** \_\_\_\_\_  
**TBM** \_\_\_\_\_  
**USA No.:** \_\_\_\_\_  
**Fed Tax ID No.:** \_\_\_\_\_

**APPLICATION AND PERMIT CENTER**

Work Order/Job # \_\_\_\_\_ **RIGHT OF ENTRY PERMIT** Rev 3/8/18

For Office Use Only

Type of Encroachment Permit:  Small  Large  Utility County Project/W.O. \_\_\_\_\_ Permit Violation   
Permit Fee \$ \_\_\_\_\_ Inspection Fee \$ \_\_\_\_\_ Cash Bond \$ \_\_\_\_\_ Receipt No.: G- \_\_\_\_\_

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:** \_\_\_\_\_ **Contractor:** \_\_\_\_\_  
**Address:** \_\_\_\_\_ **Address:** \_\_\_\_\_ Contractors License # \_\_\_\_\_  
**City/State/Zip:** \_\_\_\_\_ **City/State/Zip:** \_\_\_\_\_  
**Contact Person:** \_\_\_\_\_ **Telephone No.:** \_\_\_\_\_ **Fax No.:** \_\_\_\_\_  
**Email Address:** \_\_\_\_\_ **Cell Phone No.:** \_\_\_\_\_

**Expiration Date:** All work described in this permit, including finish paving, shall be completed on \_\_\_\_\_  
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

**Emergency Contact Person:** \_\_\_\_\_ **Telephone No.:** \_\_\_\_\_

\*Excavation Permits Require An Emergency Contact Available 24/7. PERMITS FOR EXCAVATION REQUIRE A CURRENT USA NUMBER.

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

**Site Address:** \_\_\_\_\_ **APN:** \_\_\_\_\_

**Latitude:** \_\_\_\_\_ **Longitude:** \_\_\_\_\_

**Items Attached or Referred to Herein and Made Part Hereof:**

- General Permit Conditions Attachment \_\_;  Special Right of Entry 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:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

By: \_\_\_\_\_ Date: \_\_\_\_\_

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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## STANDARD ROAD ENCROACHMENT PERMIT CONDITIONS

### I. GENERAL INSTRUCTIONS

1. **ALL WORK MUST BE INSPECTED. ARRANGE** for an **INSPECTION** by phoning **Paul Tehaney (925) 595-6012** or email [pteha@pw.cccounty.us](mailto:pteha@pw.cccounty.us) 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.
2. **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.
3. **STANDARDS** - Work shall be in accordance with the latest edition of Caltrans Standard Specifications and Caltrans and County Standard Drawings.
4. **UTILITIES** - Utility relocations are the responsibility of the permittee.
5. **UNDERGROUND SERVICE ALERT (USA)** - Must be contacted prior to excavating in a County right of way. Telephone 811. Any work found in progress without a valid USA number will be shut down and the right of way 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
6. **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 (925) 313-2230.
7. **USE OF THE PROPERTY** – Permittee shall make sure that the work performed under this permit will not interfere with the normal use of the property by others. When working on the grounds of the public property, keep at least a 2 meter (6') wide passage for pedestrians and a 2.5 meter (8') wide passage for bicycles at all times. When working on a parking area or access road, keep at least one 3 meter (10') traffic lane open to traffic, at all other times, two 3 meter (10') wide lanes shall be open.
8. If there are other permitted facilities on, under or above the property, the applicant's facilities shall not interfere with existing facilities and uses; the permittee shall notify existing users of the intent to gain entry onto the public property.
9. In addition to this Right of Entry Permit, an encroachment permit may be required from the East Bay Regional Park District for work or access to the Iron Horse Trail Corridor. Contact the East Bay Regional Park District for more information.
10. **THE INSPECTOR** may modify this permit to meet field conditions.
11. 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.
12. **INSPECTION CHARGES** - Will be billed to whomever takes out 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 - TRENCH CUTS (See County Standard Specifications for Detailed Requirements).

1. **TRENCH EXCAVATION** - Do not start until pipe and other materials are at the site. Open up only that length of trench which can be backfilled and compacted the same day. Shoring shall comply with current CAL-OSHA safety orders. Pavement shall be saw cut to straight neat lines. Removal shall not cause damage to pavement outside the saw cut lines. Excess excavated material shall be removed immediately from the site.
- 2a. **Trench less than 50' long**, in the pavement or within 4' of a paved area, shall be backfilled with Controlled Density Fill (CDF) or Class 2 Aggregate Base and the surfacing replaced in the paved area.
- 2b. **OTHER TRENCH** - In all paved areas including curbs, sidewalks or other concrete shall be backfilled with Class 2 Aggregate Subbase (or better material), from the top of pipe bedding to a level 18" below the finished paved surface. The remaining trench shall be backfilled with the structural section replacement in paved areas. In all other areas, longitudinal trenches with the inspectors approval may be backfilled from the pipe bedding to the ground surface with suitable material from the excavation or better material.
3. **COMPACTION** - The relative compaction of all trench backfill to below the paved sections shall be not less than 90 percent. The structural section shall be compacted to not less than 95 percent.

**No jetting is allowed under any paved area or within a distance of 4' from the edge of existing paved area.** 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.

4. **TEMPORARY PAVING** - Temporary paving (or permanent paving) shall be placed at the end of each workday. Temporary pavement shall be 1.5" minimum thickness and shall be replaced within two weeks with permanent pavement. If permanent paving is not completed in two weeks, it may be paved by County forces and the owner will be charged the cost plus appropriate overhead charges.
5. **BASE AND PAVEMENT REPLACEMENT** - The roadway structural section shall be replaced as stated on the permit; otherwise replacement shall be in kind except that the minimum replacement shall be 2" of asphalt concrete and 16" of Class 2 Aggregate Base.
6. **TRENCH IN UNPAVED AREAS:** Trench in unpaved areas shall conform with the provisions of this section except that backfill with native material will be allowed starting 1' from the top of culvert or pipe or underground structure. The surface of the trench and surrounding areas shall be restored to its former state. Lawn areas shall be replaced with new sod of the same seed material. Landscaped areas shall be restored with plants such that the coverage will be reestablished within one year. Permittee shall submit a planting list to the County for review and approval before this permit is issued. Care shall be used to protect the area adjacent to the trench. Excavated material shall not be placed on the area adjacent to the trench unless specifically allowed by the inspector in writing prior to excavation.