



Contra Costa County Public Works Department

APPLICATION AND PERMIT CENTER

Shaded areas shall be completed by the County representative

Check appropriate box – see instructions ①

Permit No.: ⑤
Road No.: ③
Area: ⑥
TBM: ④
USA No.: ⑦
Fed Tax ID No.: ④

Work Order/Job # _____

ENCROACHMENT PERMIT

Rev 8/26/15

Type of Encroachment Permit: Small Large Utility County Project/W.O. *
 Permit Fee \$ ② Inspection Fee \$ Cash Bond \$ Receipt No.: G- ③
For Office Use Only Permit Violation

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: ⑩ Contractor: ①
 Address: ① Address: ① Contractors License # _____
 City/State/Zip: ⑩ 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

- General Permit Conditions:
- ALL WORK MUST BE INSPECTED. ARRANGE** for an **INSPECTION** by phoning ③ at least two working days before you begin work. If you can not 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.**
 - 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.
 - Standard Road Encroachment Permit Conditions; Sections I, II, III, and IV** on the back of this permit apply. **READ CAREFULLY.**

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 Date: ★
 For: Julia R. Bueren, Public Works Director, Contra Costa County

Work Completed
 Expired Inspector: _____ Date: _____
 APPLY PENALTY – No Inspection Requested

G:\EngSvc\Permit Center\Permit Forms\Encroachment Permit Master 08.doc

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 \$35, Inspection Fee \$100 (per site/visit), for work involving excavation in the right of way a cash bond of \$500 (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 \$1300 is collected. On the permit \$300 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 divided into three inspection areas with letter designations. **A** – West County **B** – Central County **C** – East County. 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 **TBM:** Enter the Thomas Brothers Map page and coordinates on the permit form.
- ⑩ **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
- ⑪ **Contractor:** Enter the name and the mailing address of the Contractor. Include the State of California Contractors License Number.
- ⑫ **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.

- ③ **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 circumstance small encroachment permits may have an expiration date more than 30 days from the date of issuance dependant 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.
- ⑦ **APN:** Enter the Assessors Parcel Number.
- ⑥ **Construct Inspector:** Based upon the location of the project, enter the name and telephone number of the construction inspector that is assigned by Construction to work in that area of the County.
- ⑥ **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.