

# ENCROACHMENT PERMIT

## Public Works & Utilities Department



11 English Street  
Email: [EncroachmentPermits@cityofpetaluma.org](mailto:EncroachmentPermits@cityofpetaluma.org)

### Inspection Services

To reach the Inspector: 707.778.4303, option 7  
Questions on the permitting process: 707.778.4303, option 6  
**Office Hours: Monday-Thursday 8am-12:30pm & 1:30pm-4:00pm**

s t a m p

EP Number PW \_\_\_\_\_  
qr batch # \_\_\_\_\_ initials \_\_\_\_\_

Utility ID #: \_\_\_\_\_  
Utility Project #: \_\_\_\_\_

- Annual Permit for \_\_\_\_\_
- Sewer Lateral Grant Program
- Cash Bond Return \$ \_\_\_\_\_
- Contact PDA Date \_\_\_\_\_

**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. Project plans may be required depending on scope of work. Hot tap fees are paid at submittal of permit.

Payments can be made by check to the City of Petaluma, cash for the exact amount or by credit card. (There is a 2.5% credit card fee).

**Below box to be filled in by the applicant. Check all that apply.**

### PROJECT LOCATION:

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

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Aboveground Utility: | <input type="checkbox"/> Underground Utility: | <input type="checkbox"/> Installation/Repair/Replacement: |
| <input type="checkbox"/> Electrical           | <input type="checkbox"/> Water                | <input type="checkbox"/> Sidewalk                         |
| <input type="checkbox"/> Telephone            | <input type="checkbox"/> Gas                  | <input type="checkbox"/> Driveway                         |
| <input type="checkbox"/> Cable TV             | <input type="checkbox"/> Electrical           | <input type="checkbox"/> Street Paving                    |
|   | <input type="checkbox"/> Sewer                | <input type="checkbox"/> Curb & Gutter                    |
|   | <input type="checkbox"/> Storm Drain          |   |
| <input type="checkbox"/> Misc _____           | <input type="checkbox"/> Telephone            |   |
|   | <input type="checkbox"/> Cable TV             |   |

#### ENCROACHMENT:

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

Describe work to be completed: \_\_\_\_\_

START DATE: \_\_\_\_\_

COMPLETION DATE: \_\_\_\_\_

Contractor: \_\_\_\_\_

Owner: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

State License #: \_\_\_\_\_

E-Mail: \_\_\_\_\_

#### Bond Information:

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

- Sidewalk/Driveway – Residential/Commercial \$5,000
- Sewer/Water Lateral \$10,000
- Other: \_\_\_\_\_ \$ \_\_\_\_\_

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

**CALL 707.778.4303, Option 7**

\*Permit will not be issued until applicant provides USA ticket number. USA Phone #: 1-800-227-2600

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

\*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.

City Business License No.: \_\_\_\_\_  \* Current Certificates of Insurance

Signature: \_\_\_\_\_  Owner  Contractor  Rentor Date \_\_\_\_\_

Processed By: \_\_\_\_\_ Date: \_\_\_\_\_ Date to Inspector: \_\_\_\_\_

Approved for Construction: \_\_\_\_\_ Date: \_\_\_\_\_ Issue Fee # or hrs. \_\_\_\_\_

Issued By: \_\_\_\_\_ Date: \_\_\_\_\_ Permit Fee : \$ \_\_\_\_\_

Final Inspection By: \_\_\_\_\_ Date: \_\_\_\_\_ Credit Card fee: \$ \_\_\_\_\_

TOTAL \$ \_\_\_\_\_

**See Next Page for All Conditions Applicable to this Permit**

## CONDITIONS TO BE MET FOR THIS ENCROACHMENT PERMIT

**Below Filled in by Inspector**

### **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) 778-4483.
3.  All work shall be constructed as per the City of Petaluma construction standards and specifications.
4.  a. Contractor shall provide a plan for safe pedestrian passage around the construction site.  
 b. 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. Traffic control shall be per the latest California Manual on Uniform Traffic Control Devices (MUTCD).
6.  Contractor shall maintain barricades at all times.
7.  Subcontractors may be required to 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; outside of these hours requires prior approval by City.
12.  Any damaged curb, gutter or sidewalk is to be replaced by property owner.
13.  Detailed plans are needed for all utility, sidewalk and water/sewer permits.

### **Excavation:**

14.  All trenches shall be closed at the end of the work day with steel plates or temporary cut back.
15.  Trench backfill shall be per City standards. Contractor shall install permanent paving as required.
16.  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). When crossing a City utility, no pipe bursting or pulling of line work shall be performed until the elevation of City utilities have been verified by a City Representative.
17.  All construction and related work shall be coordinated between the contractor, utility representatives, and City representatives.
18.  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.
19.  Existing roadway has pavement fabric. Saw cut a minimum of 4 inches deep to cut through the fabric. Do not tear fabric during excavation.
20.  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:**

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

### **The following additional Conditions shall also apply:**

