

SIDEWALK, SEWER/WATER, MONITORING WELLS AND MISC PERMITS

General Notes: While going thru the system, **do not** hit the back arrow button on the top left of your screen; only click on the blue **NEXT** button that is available on the bottom right of your screen or the **BACK** button located on the bottom left of your screen.

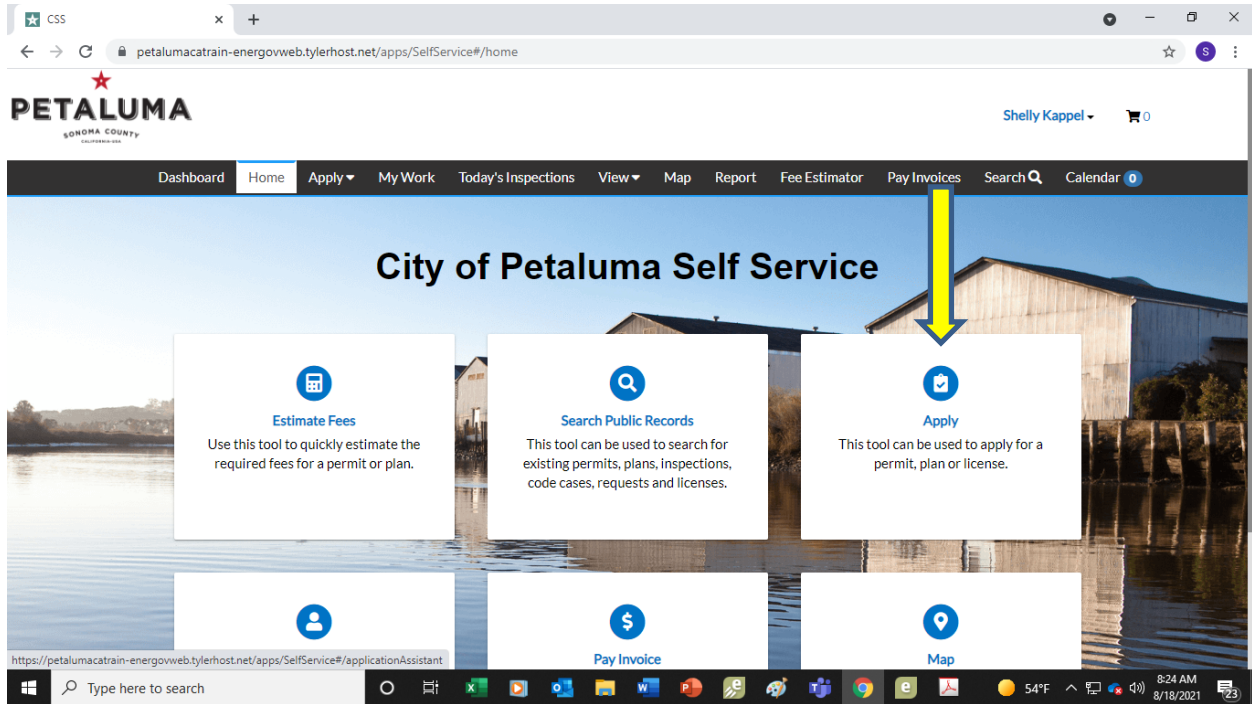
Go to the following URL to apply for a permit:

<https://petalumaca-energovweb.tylerhost.net/apps/SelfService>

Click on Login or Register in top right-hand corner. If you have not Registered, please follow the how to Register attachment.

The screenshot displays the City of Petaluma Self Service web application. At the top left is the Petaluma logo with 'SONOMA COUNTY' underneath. A navigation menu includes 'Home', 'Apply', 'Today's Inspections', 'Map', 'Report', 'Fee Estimator', 'Pay Invoices', 'Search', and 'Calendar'. The main heading reads 'City of Petaluma Self Service'. Below this are six service tiles: 'Estimate Fees' (calculator icon), 'Search Public Records' (magnifying glass icon), 'Apply' (envelope icon), 'Pay Invoice' (dollar sign icon), and 'Map' (location pin icon). A sixth tile is partially visible. In the top right corner, a 'Login or Register' link is highlighted with a yellow arrow. The browser address bar shows the URL: <https://petalumacatrain-energovweb.tylerhost.net/apps/SelfService#/home>. The Windows taskbar at the bottom shows the search bar and various application icons, with the system tray displaying the date and time as 8:20 AM on 8/18/2021.

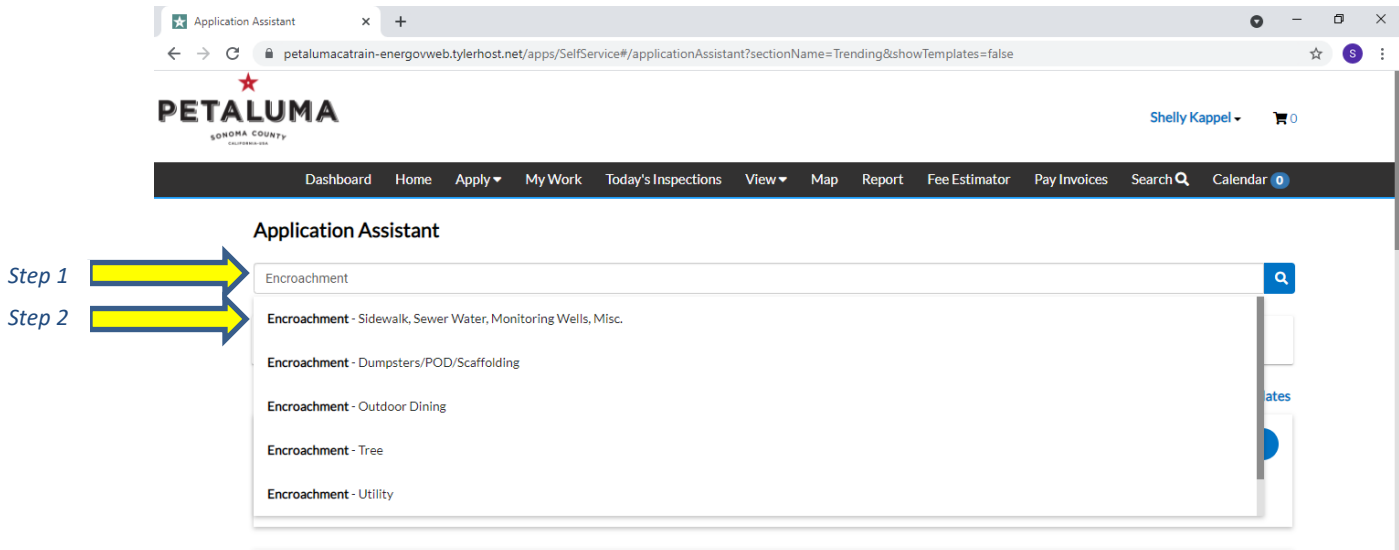
After logging in, click on the Apply box.



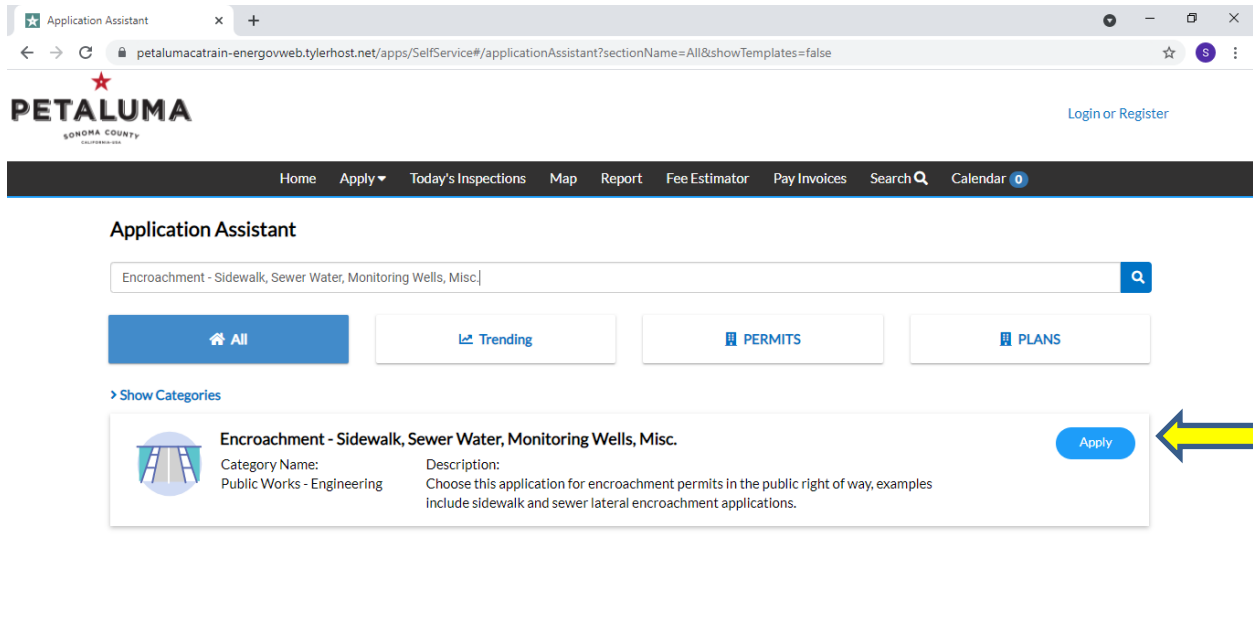
Under Application Assistant, in the box below:

Step 1 - Start typing Encroachment and all the types will show.

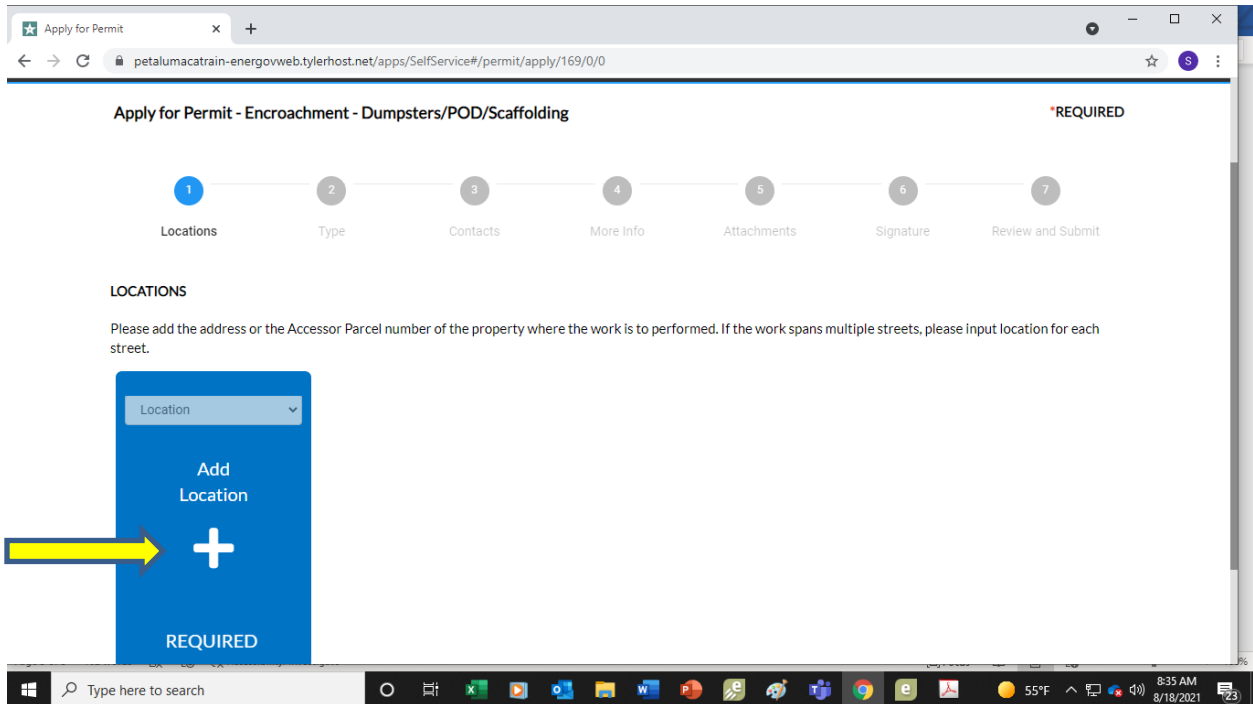
Step 2 - Pick Encroachment – Sidewalk, Sewer Water, Monitoring Wells and Misc



Your template will come up as shown below then click the apply button.

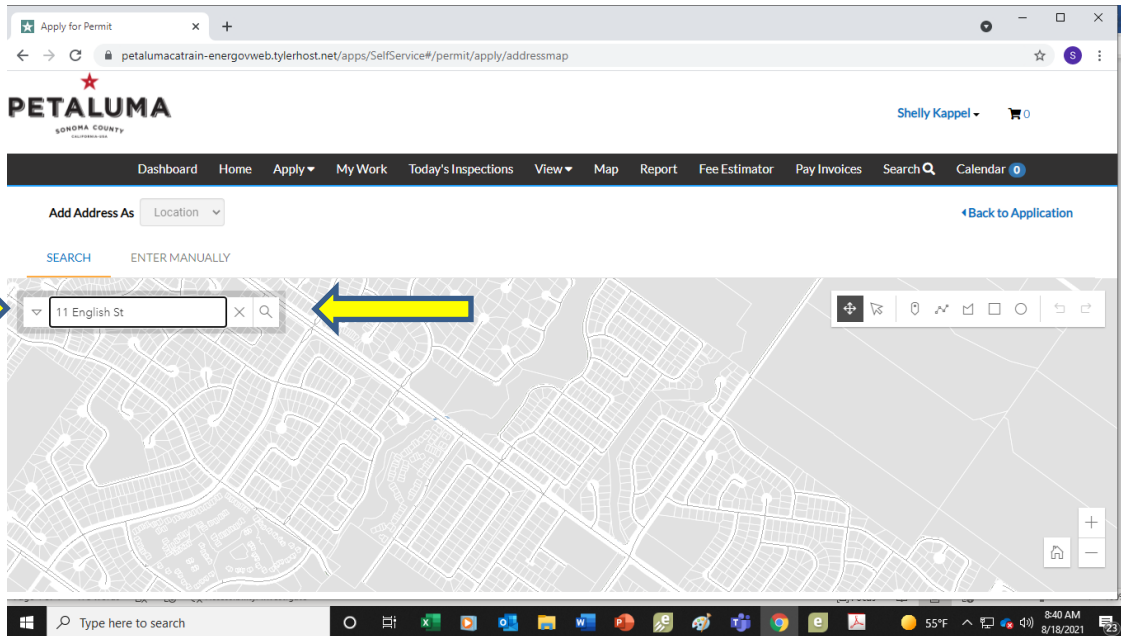


SCREEN 1 LOCATION - Add your location by clicking on the Plus sign in the blue box.

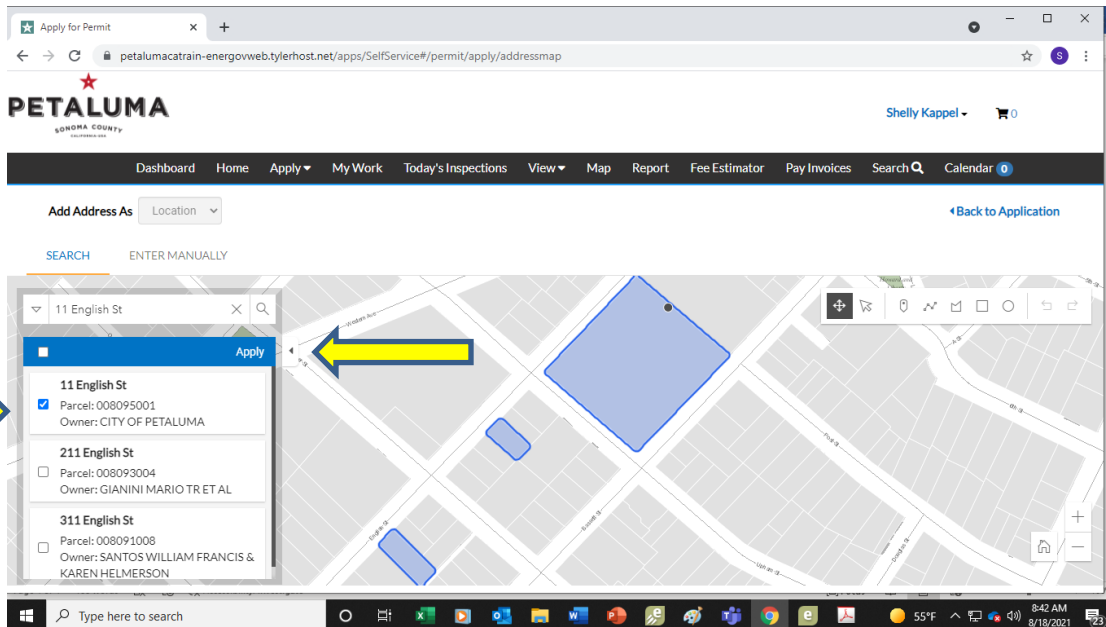


Enter your address and press enter. Then hit the search button to the right (magnifying button).

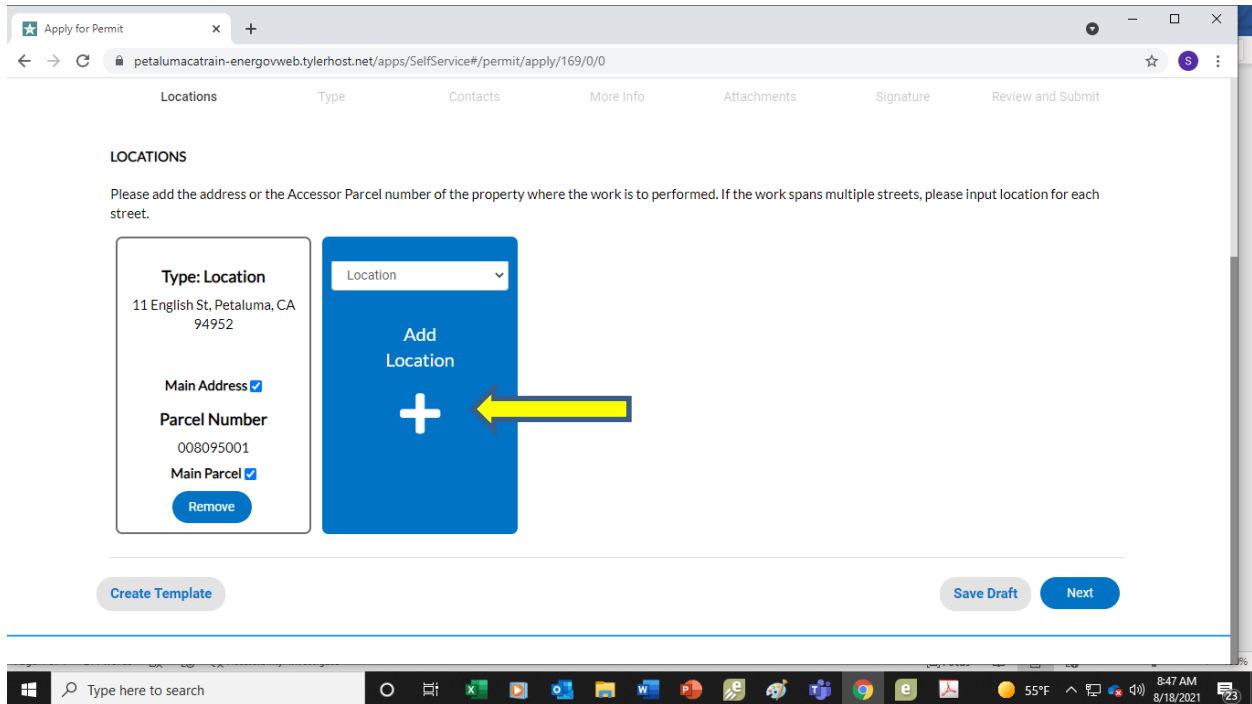
NOTE: When entering your address, do not spell out words like street, lane, court; i.e. enter address 11 English Street as 11 English St. If you put in the word street it will come up as an error.



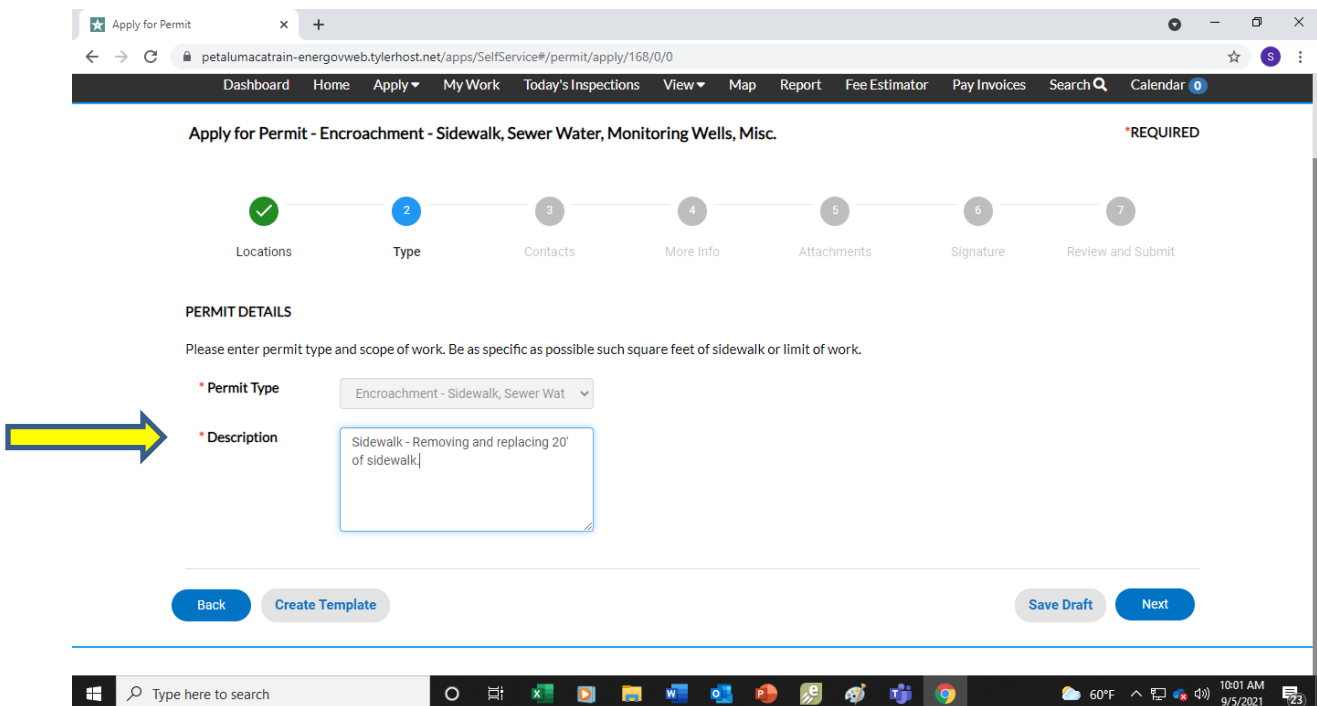
Click on the box to the left of the correct address and click on apply. If more than one address, enter additional addresses.



Add locations if needed by clicking on the plus sign of adding locations. Then click on the **NEXT** button.



SCREEN 2 TYPE - Fill in the Permit Details. For the Description type in the Type of work and scope of work; i.e., Sidewalk – removing and replacing 20’ of sidewalk in front of house. Click on **NEXT** button.



SCREEN 3 CONTACTS - Add Contractor and Owner. If Applicant is Contractor & Owner, duplicate the information. Choose the plus sign to enter the information. Continue to add additional contacts if relevant. Note: Contractor and Owner are required fields. If for some reason you do not know who the homeowner is, scan a page stating that fact.

Apply for Permit

petalumacatrain-energoweb.tylerhost.net/apps/SelfService#/permit/apply/169/0/0

Locations Type **Contacts** More Info Attachments Signature Review and Submit

CONTACTS

Please enter the required contact information below. Applicant understands they are the responsible party for all work being completed on this permit and all documents submitted such as insurance and bonds, if needed, name the applicant.

Applicant

Shelly Kappel (You)

70 Park Lane , Sonoma, CA, 95476

Contractor

Add Contact

+

REQUIRED

Owner

Add Contact

+

REQUIRED

Agent

Add Contact

+

Back Create Template Save Draft Next

Type here to search

9:00 AM 8/18/2021

SCREEN 4 MORE INFO - Enter information for permit.

- Enter start and end date. If dates are unknown, please enter approximate dates, keeping in mind we ask for 3-5 business days for review.
- For Commercial or Residential click on the drop-down arrow and pick your

Apply for Permit

petalumacatrain-energovweb.tylerhost.net/apps/SelfService#/permit/apply/168/0/0

Locations Type Contacts **More Info** Attachments Signature Review and Submit

MORE INFO

Please enter additional information for the encroachment permit. Please enter a start and end date. If the date is unknown, enter approximate dates.

General

***Start Date** [Top | Main Menu](#)

Start Date is required.

***End Date**

End Date is required.

***Commercial or Residential Work**

Commercial or Residential Work is required.

- Click on the Type of work. If other, please explain.
- Click on kind of concrete work to be done or N/A if none.

Apply for Permit

petalumacatrain-energovweb.tylerhost.net/apps/SelfService#/permit/apply/168/0/0

***Type of Work**

Awnings

Bike Racks

Concrete Work

Monitoring Wells

Sanitary Sewer, Potable Water

Other

Type of Work is required.

If other, please explain:

***If concrete, what kind(s)**

Apron (Driveway Approach)

Curb & Gutter

Sidewalk

N/A

If concrete, what kind(s) is required.

- Is this part of the Sidewalk Program? Click yes or no. If you received a letter from the City, this is part of the Sidewalk Program.
- Enter the square footage of concrete work. If none enter 0.
- If you are digging in the public right of way click on the drop-down arrow and pick yes. If yes, you will also need to enter the USA ticket number by calling 1.800.227.2600.
- Enter your Business License Number. If you do not know your business number, please call our License Department at 707.778.4354. If you are a homeowner, do not enter a number.
- Click **NEXT** button when complete.

The screenshot shows a web browser window with the following content:

- Browser tab: Apply for Permit
- Address bar: petalumacatrain-energovweb.tylerhost.net/apps/SelfService#/permit/apply/168/0/0
- Form fields:
 - Is this part of the sidewalk program? (Dropdown menu)
 - *Square footage of concrete work (Text input field) with a yellow arrow pointing to it. Below the field is the text: "Square footage of concrete work is required."
 - Enter "0" if not applicable (Text above the next field)
 - *Excavation in the public right-of-way required? (Dropdown menu) with a yellow arrow pointing to it. Below the field is the text: "Excavation in the public right-of-way required? is required."
 - If yes, provide your USA ticket No. (Text input field) with a yellow arrow pointing to it.
 - All Contractors must provide their city Business License number. (Text above the next field)
 - City Business License Number (Text input field) with a yellow arrow pointing to it.

The Windows taskbar at the bottom shows the search bar, task view, and various application icons. The system tray on the right shows the temperature (60°F), time (10:09 AM), and date (9/5/2021).

SCREEN 5 ATTACHMENTS - click on the plus sign of each blue box and upload your scanned documents.

NOTE: If you are digging in the public right of way, most likely a paper bond will be needed. See language under Attachments below to find the link to the bond form to fill in by your Insurance Company and upload. If you are unfamiliar with the bond amount, please call 707.778.4303, option 6 to obtain this information. If this permit is for the Sidewalk Program and you received a letter from the City, click on the drop-down box where it states “bond” and click on letter and upload document. Click **NEXT** upon completion.

Apply for Permit

petalumacatrain-energoweb.tylerhost.net/apps/SelfService#/permit/apply/168/0/0

Locations Type Contacts More Info **Attachments** Signature Review and Submit

Attachments

Please provide all required documents. Bonds will be required for sanitary sewer, potable water work. Insurance requirements can be found [here](#).

If a Bond is needed, the Encroachment Permit Bond Template can be found [here](#). Please upload this document if applicable. Bond is to be filled out by your insurance company and notarized. Contact the permit department at 707.778.4303, option 6 for determination if bond is needed and to determine bond amount.

Certificate of Insurance
Add Attachment
Supported: pdf, jpg, png, jpeg, gif, tiff, doc, docx, xls, xlsx, txt
REQUIRED

Site Plan
Add Attachment
Supported: .pdf
REQUIRED

Traffic Control Plan
Add Attachment
Supported: pdf, jpg, png, jpeg, gif, tiff, doc, docx, xls, xlsx, txt
REQUIRED

Bond
Add Attachment
Supported: .pdf

Click on the drop-down box to select which document will be downloaded

SCREEN 6 SIGNATURE PAGE - Complete signatures.

Step 1 – Type your name in the box.

Step 2 - You will need to move the round blue button by Enable Type Signature to the right (move with your cursor)

Step 3 - Type your name.

Choose **NEXT** at bottom of screen.

Apply for Permit - Encroachment - Dumpsters/POD/Scaffolding ***REQUIRED**

Locations Type Contacts More Info Attachments **Signature** Review and Submit

SIGNATURE

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.

* Please type your name as consent to electronically sign this application.

Shelly Kappel

Enable Type Signature [Type Name Here]

Shelly Kappel
August, 18 2021

Step 1 Step 2 Step 3

Click on **SUBMIT**.

Apply for Permit

Locations Type Contacts More Info Attachments Signature **Review and Submit**

Submit

Locations

Location	11 English St, Petaluma, CA 94952
Parcel Number	008095001

Basic Info

Type	Encroachment - Dumpsters/POD/Scaffolding
Description	Placing dumpster in front of house; 8'x8'x16'; using Recology
Applied Date	08/18/2021

Contacts

Applicant	Shelly Kappel
-----------	---------------