

UTILITY 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.

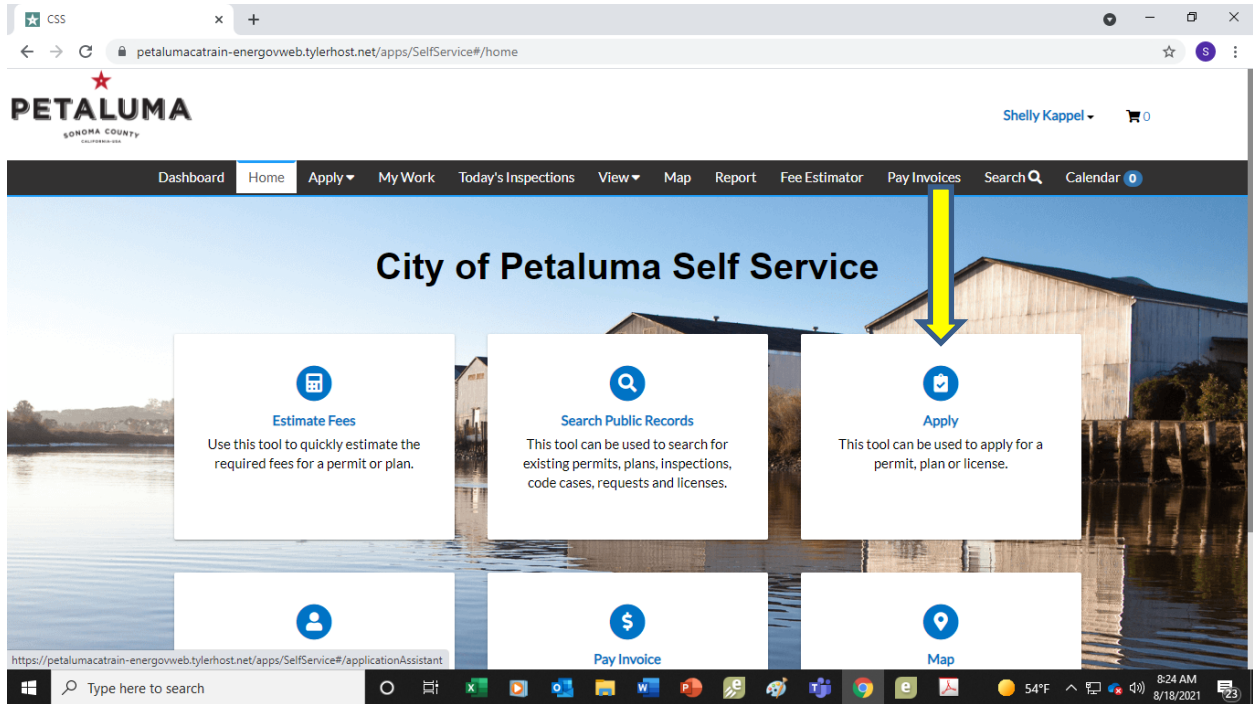
Go to the following URL to apply for a permit:

<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. The browser's address bar shows the URL: <https://petalumacatrain-energovweb.tylerhost.net/apps/SelfService#/home>. The website header includes the Petaluma logo and a "Login or Register" link in the top right corner, which is highlighted by a yellow arrow. The main navigation bar contains links for Home, Apply, Today's Inspections, Map, Report, Fee Estimator, Pay Invoices, Search, and Calendar. The main content area features six service tiles: Estimate Fees, Search Public Records, Apply, Pay Invoice, and Map. The background image shows a waterfront scene with buildings.

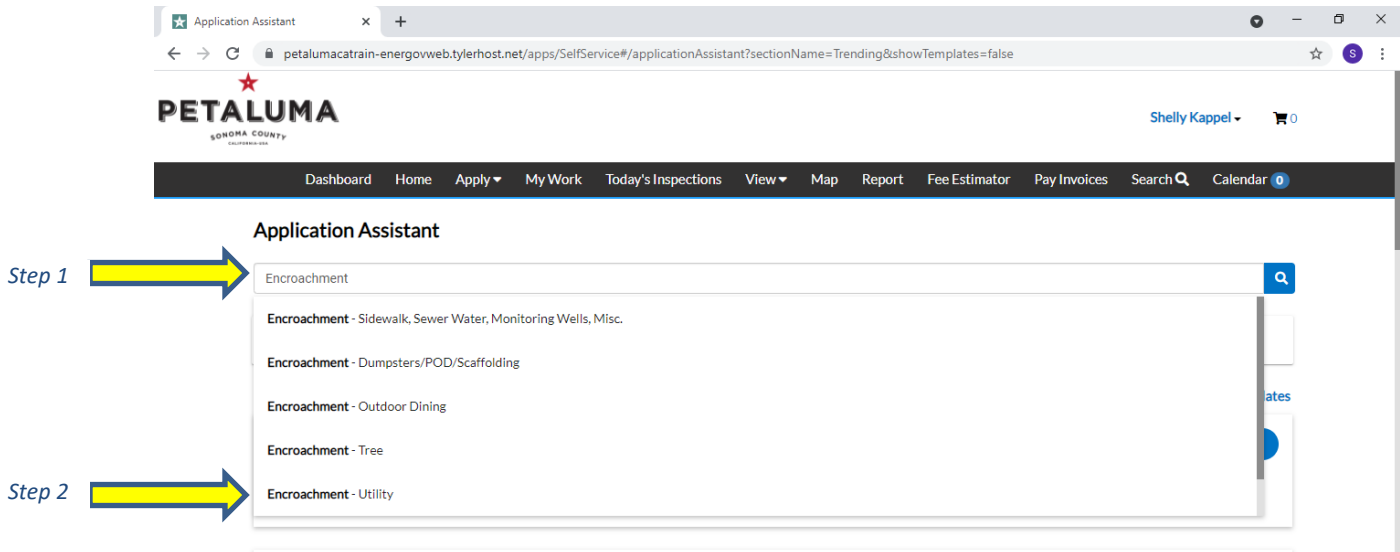
After logging in, click on the Apply box.



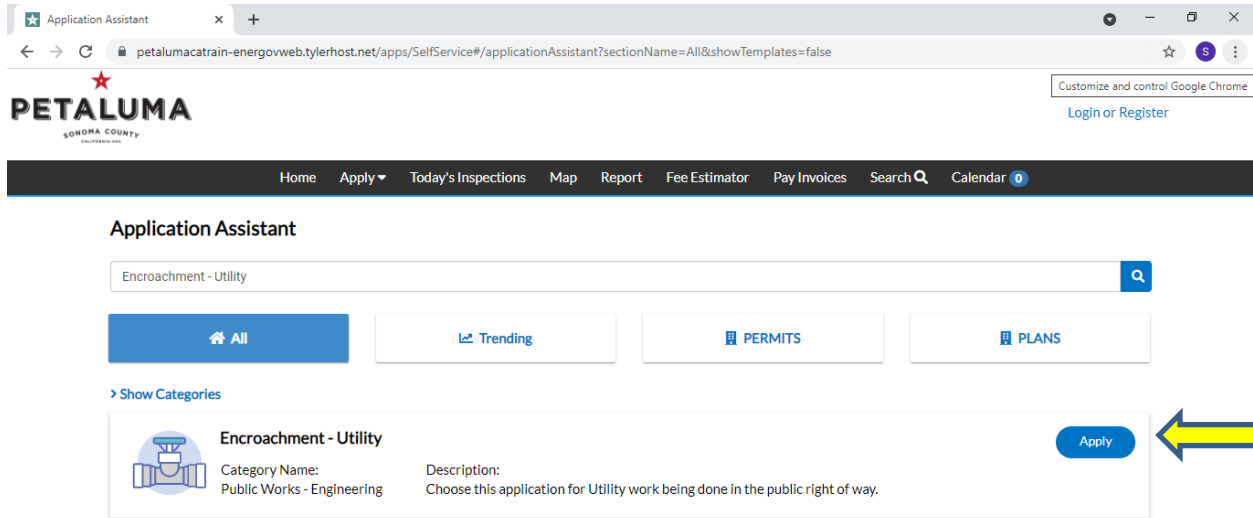
Under Application Assistant, in the box below:

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

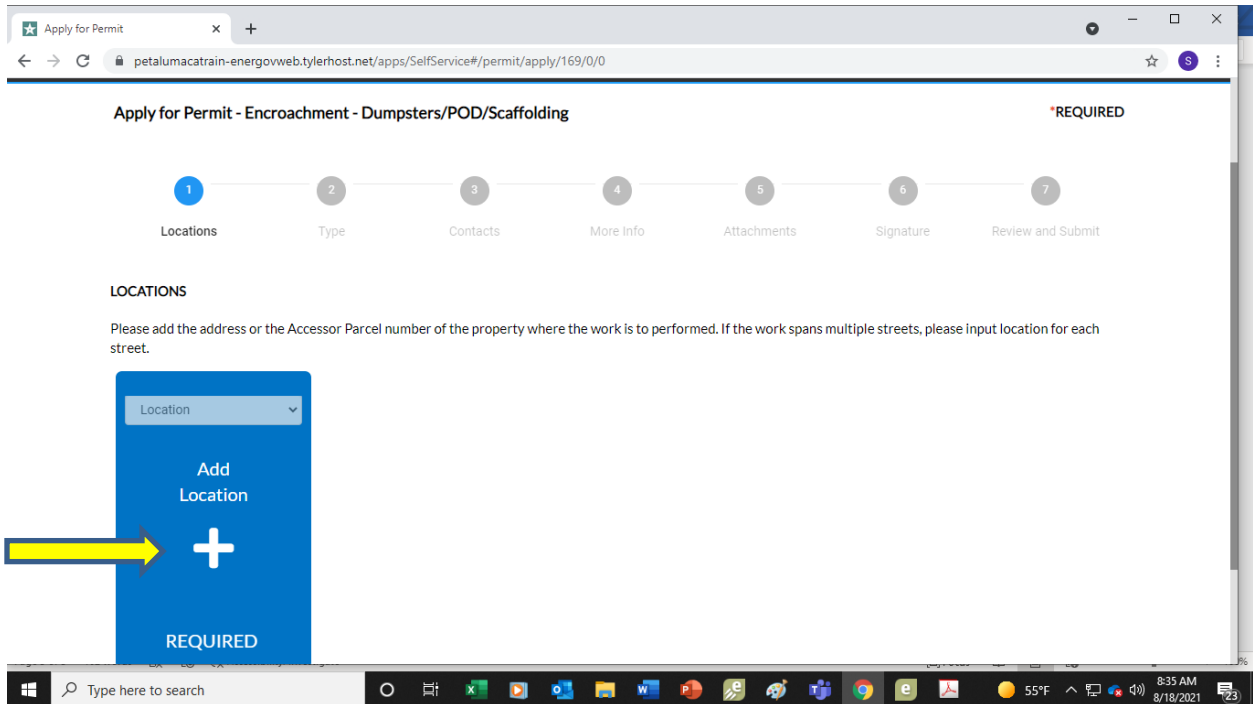
Step 2 - Pick Encroachment – Sidewalk, Sewer Water, Monitoring Wells and Misc



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

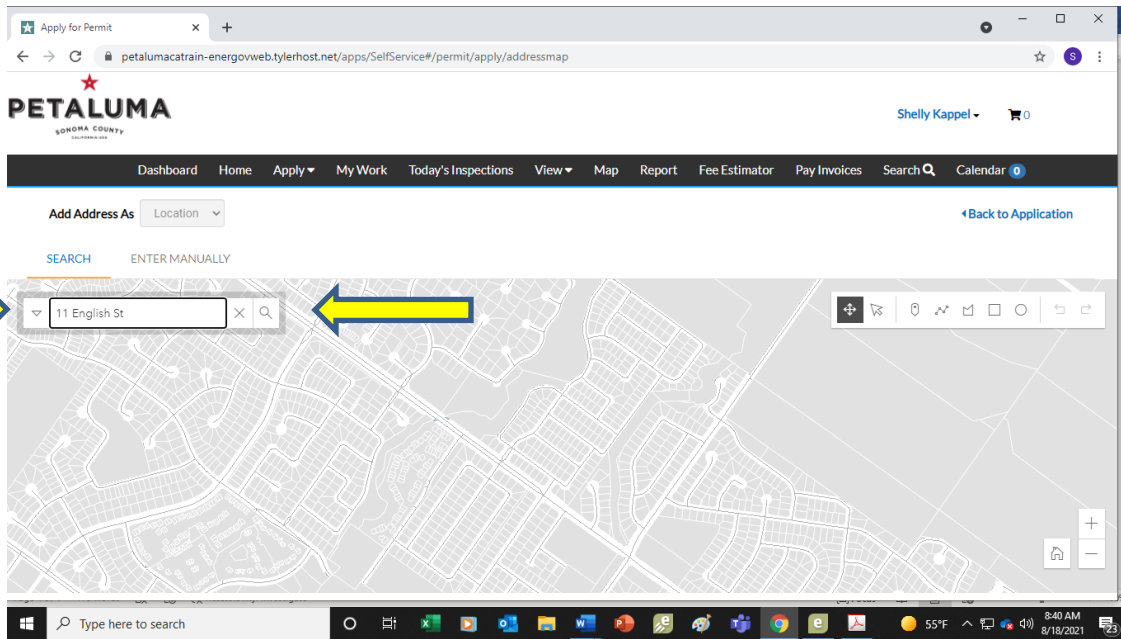


SCREEN 1 LOCATION - Add your location by clicking on the Plus sign in the blue box.

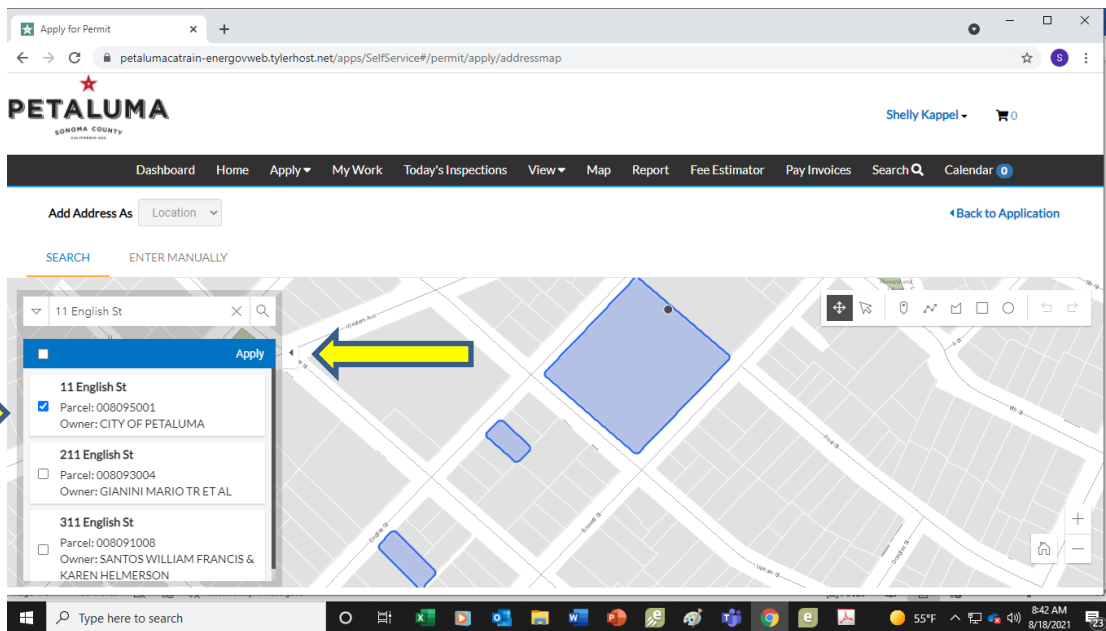


Enter your address and press enter. Then hit the search button to the right (magnifying button).

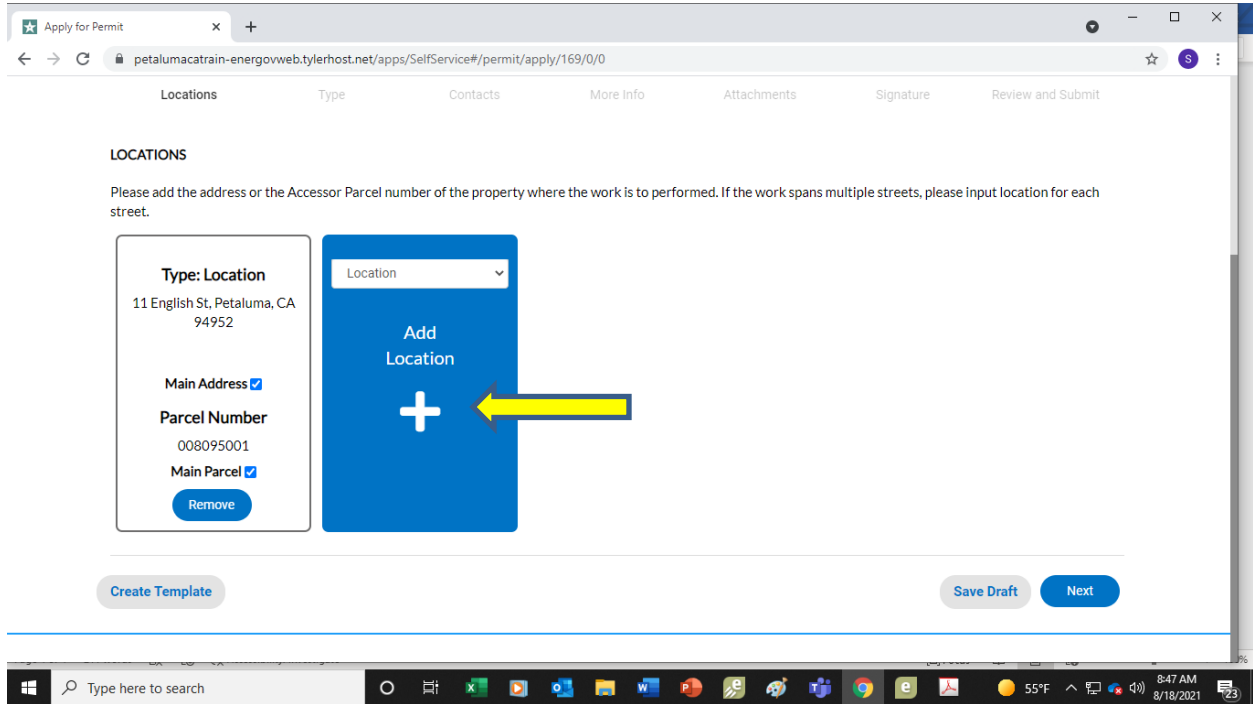
NOTE: When entering your address, do not spell out words like street, lane, court; i.e. enter address 11 English Street as 11 English St. If you put in the word street it will come up as an error.



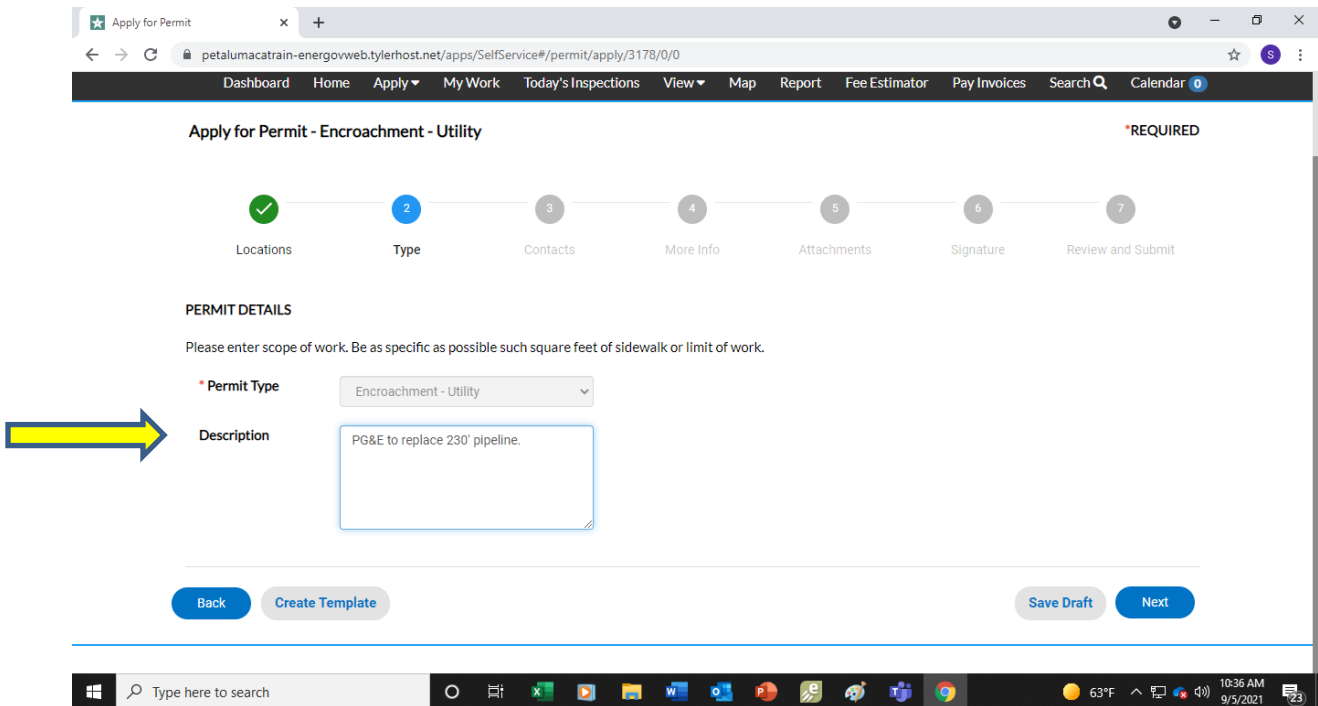
Click on the box to the left of the correct address and click on apply. If more than one address, enter additional addresses.



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

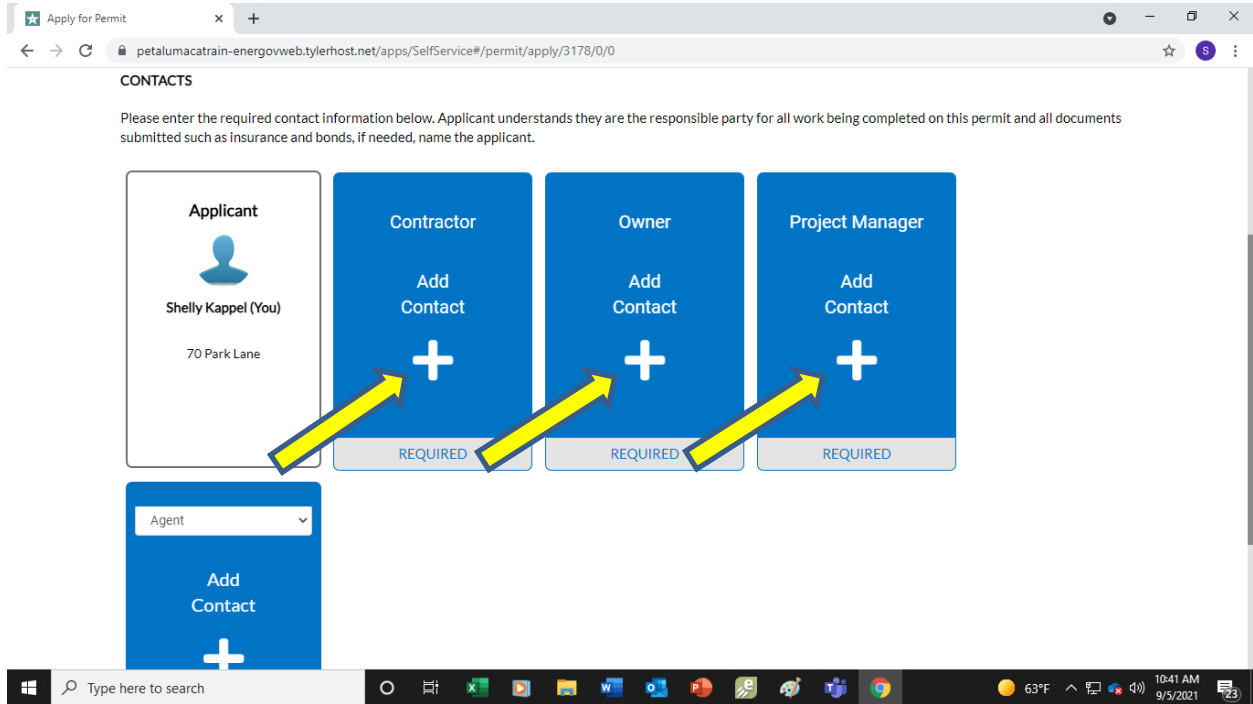


SCREEN 2 TYPE - Fill in the Permit Details. For the Description type in the Type of work and scope of work; i.e., PG&E to replace 230' of pipeline. Click on **NEXT** button.



SCREEN 3 CONTACTS - Add Applicant, Contractor, Owner and Project Manager and others if necessary. If Applicant is Contractor, Owner and Project Manager, duplicate the information. Choose the plus sign to enter the information. Continue to add additional contacts if relevant. Note: Contractor, Owner and Project Manager are required fields.

NOTE: The first time you may have to enter the information manually if not in the system. If you do not know who one or more of the below contacts required, submit a page stating this fact and upload to the required placeholder.



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.
- Choose Commercial or Residential on the drop-down arrow

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.

Type here to search

60°F 10:06 AM 9/5/2021

- Enter Scope of work
- Click on kind of concrete work to be done or N/A if none.
- Enter square footage of concrete work. If none, enter 0

Apply for Permit

petalumacatrain-energovweb.tylerhost.net/apps/SelfService#/permit/apply/3178/0/0

Detailed Scope of Work

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

Apron (Driveway Approach)

Curb & Gutter

Sidewalk

N/A

If concrete restoration, what kind(s) is required.

Square footage of concrete work

If no concrete restoration is required enter 0 description.

- Click on drop down box to choose yes or no if excavation.
- 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.
- Enter Contractor Type of license if applicable.
- Click **NEXT** button when complete.

The screenshot shows a web browser window with the address bar displaying "petalumacatrain-energoweb.tylerhost.net/apps/SelfService#/permit/apply/3178/0/0". The form contains the following elements:

- A dropdown menu labeled "Excavation in the public right-of-way required?" with "No" selected. A yellow arrow points to the dropdown arrow.
- A text input field labeled "If yes, provide your USA ticket No." with a yellow arrow pointing to the field.
- A text input field labeled "City Business License Number" with a yellow arrow pointing to the field.
- A text input field labeled "If applicable Contractor License Type and No." with a yellow arrow pointing to the field.
- At the bottom, there are three buttons: "Back", "Create Template", and "Save". A yellow arrow points to the "Save" button.

The Windows taskbar at the bottom shows the search bar, task view, and various application icons. The system tray displays the temperature (63°F), time (10:50 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 your permit includes tree removal or tree trimming, click on the drop-down box to pick your selection, click on the form to fill out and upload Click **NEXT** upon completion.

Apply for Permit

petalumacatrain-energoweb.tylerhost.net/apps/SelfService#/permit/apply/3178/0/0

Locations Type Contacts More Info Attachments Signature Review and Submit

Attachments

Please provide the required documents. If trimming or removing trees it is required to attach a completed vegetation management, the form can be found [here](#).

Bonds may be needed if you are a subcontractor to a major Utility Company and pulling a permit. The Encroachment Permit Bond Template can be found [here](#). 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

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

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

Back Create Template Save Draft Next

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

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
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