

ENCROACHMENT PERMIT

GENERAL REQUIREMENTS

AN ENCROACHMENT PERMIT MUST BE OBTAINED FROM THE ENGINEERING DIVISION FOR ANY WORK PERFORMED WITHIN A PUBLIC RIGHT-OF-WAY (STREET/ SIDEWALK/ CURB/ GUTTER) OR EASEMENT OR FOR WORK THAT MAY AFFECT THESE AREAS. THIS WORK GENERALLY INCLUDES, BUT IS NOT LIMITED TO, THE CONSTRUCTION OF CURB, GUTTER, SIDEWALK AND DRIVEWAYS; THE CONNECTION TO THE PUBLIC SEWER, WATER AND STORM DRAIN SYSTEM; INSTALLATION OF BACKFLOW ASSEMBLIES AND CLEANOUTS; POOL INSTALLATIONS. ALL WORK REQUIRED OF AN ENCROACHMENT PERMIT MUST BE COMPLETED PRIOR TO FINAL APPROVAL AND OCCUPANCY OF THE BUILDING.

IF THE PROPOSED SITE DEVELOPMENT IS TO BE LOCATED ON A STATE HIGHWAY (JEFFERSON BLVD., SACRAMENTO AVE. WEST OF JEFFERSON BLVD. OR REED AVE.) AND WORK WILL BE PERFORMED WITHIN THE STATE RIGHT-OF-WAY, AN ENCROACHMENT PERMIT FROM THE CALTRANS' DISTRICT 3 OFFICE IN MARYSVILLE WILL BE REQUIRED. CALTRANS' ENCROACHMENT PERMIT OFFICE CAN BE REACHED AT (530) 741-4403.

THE FOLLOWING ITEMS ARE PREREQUISITES FOR ISSUANCE OF A CITY OF WEST SACRAMENTO ENCROACHMENT PERMIT:

1. PAYMENT OF AN ENCROACHMENT PERMIT FEE IN ACCORDANCE WITH THE CURRENT ENGINEERING DIVISION FEE SCHEDULE C.
2. COMPLETE CITY OF WEST SACRAMENTO INSURANCE CERTIFICATES AND ENDORSEMENTS ISSUED BY THE ENGINEERING DIVISION. THE INSURANCE CARRIER OF THE OWNER, DEVELOPER, OR CONTRACTOR FOR THE SPECIFIC WORK MAY ACCOMPLISH THIS. BLANK INSURANCE CERTIFICATES AND ENDORSEMENTS ARE AVAILABLE AT THE ENGINEERING DIVISION OFFICE.

NOTE: THE PERMITTEE HAS THE OPTION TO SUBMIT INSURANCE CERTIFICATES AND ENDORSEMENTS ISSUED BY THEIR INSURANCE CARRIERS. IF THIS OPTION IS CHOSEN, THE PERMITTEE MUST ALSO SUBMIT A COPY OF THE ACTUAL INSURANCE POLICY FOR REVIEW AND APPROVAL BY THE ENGINEERING DIVISION.

3. A CASH DEPOSIT, PERFORMANCE BOND, LETTER OF CREDIT OR OTHER APPROVED FORM OF SECURITY SHALL BE SUBMITTED IN AN AMOUNT EQUAL TO 100% OF THE VALUE OF THE WORK PERFORMED WITHIN THE CITY RIGHT-OF-WAY OR EASEMENT TO ENSURE COMPLETION OF THE WORK. SECURITIES IN A FORM OTHER THAN CASH OR BOND WILL BE SUBJECT TO THE APPROVAL OF THE CITY ATTORNEY. SAMPLE BOND AND LETTER OF CREDIT FORMS CAN BE OBTAINED FROM THE ENGINEERING DIVISION, OR ARE AVAILABLE IN THE "APPLICATIONS" SECTION OF THE COMMUNITY DEVELOPMENT DEPARTMENT'S SECTION OF THE CITY'S WEBSITE.

NOTE: PERFORMANCE SECURITIES SUBMITTED FOR ISSUANCE OF THE ENCROACHMENT PERMITS WILL NOT BE RELEASED UNTIL ALL IMPROVEMENTS HAVE BEEN COMPLETED AND, THE ENCROACHMENT PERMIT HAS BEEN FINALED BY THE ENGINEERING DIVISION.

4. THE STATE OF CALIFORNIA CONTRACTOR'S LICENSE NUMBER OF THE PARTY TO PERFORM THE WORK SHALL BE ENTERED ON THE PERMIT. THE CLASS OF LICENSE SHALL BE, ACCORDING TO THE STATE OF CALIFORNIA LICENSING BOARD, APPROPRIATE FOR THE TYPE OF WORK ANTICIPATED.
5. THE APPLICANT SHALL FURNISH PROOF OF POSSESSION OF A CURRENT CITY OF WEST SACRAMENTO BUSINESS LICENSE OR A COPY OF A CURRENT BUSINESS LICENSE FROM THEIR HOME AGENCY.
6. A SITE PLAN ILLUSTRATING GENERAL LOCATION AND SCOPE OF THE WORK.

IF YOU OR YOUR CONTRACTOR HAVE ANY QUESTIONS REGARDING ENCROACHMENT PERMIT REQUIREMENTS, PLEASE CONTACT THE CITY'S ENGINEERING DIVISION PERMIT TECHNICIAN AT (916) 617-4645.