



ENCROACHMENT PERMIT APPLICATION

835 East 14th Street, San Leandro, CA 94577 | (510) 577-3428 | sanleandroandt@sanleandro.org



HOURS: MON 8AM-4PM, TUE-THU 8AM-12PM, FRI-APPOINTMENT ONLY | INSPECTION LINE (24 HR NOTICE) (510) 577-3308

Complete Package: Support documents must accompany this application in order to be complete. Otherwise, permit issuance may be delayed or denied.

Applications need to include the following:

- Completed, Signed Application
- Project Plans and/or Profiles
- Traffic Control Plans per MUTCD
- Insurance Forms Meeting City Requirements, or
- Current Insurance Forms are on File with the Engineering Department
- Flagger Certification (if flaggers are to be used)

Type of Work: <small>Purpose of Permit</small>	<input type="checkbox"/> UTILITIES	<input type="checkbox"/> TRANSIT AUTHORITIES	<input type="checkbox"/> TELECOM	<input type="checkbox"/> CALTRANS	<input type="checkbox"/> Other
	<input type="checkbox"/> Curb, Gutter, Sidewalk, Driveway	<input type="checkbox"/> Street Excavation	<input type="checkbox"/> City Sewer	<input type="checkbox"/> Oro Loma Sewer	

PERMIT <small>(valid 90 days)</small>	Project Location (Address or Street Segment): _____		Tree Trimming Required? Yes <input type="checkbox"/> No <input type="checkbox"/>		Tree Removal Required? Yes <input type="checkbox"/> No <input type="checkbox"/>	
	Detailed Description and Dimensions: _____				USA Tag #: _____ <input type="checkbox"/>	
	Approximate Start Date: _____			Approximate Completion Date: _____		

OWNER / RESPONSIBLE PARTY	Name: _____				
	Address: _____				
	City: _____		State: _____		Zip: _____
	Phone Number: _____		Cell Phone: _____		
	Email: _____				

APPLICANT / PERMITTEE	<input type="checkbox"/> Contractor <input type="checkbox"/> Agent <input type="checkbox"/> Other CA State Lic#: _____ Class: _____ City Bus.Lic.#: _____ <input type="checkbox"/>				
	Business Name: _____				
	Contact Name: _____		Job # (if applicable): _____		
	Address: _____				
	City: _____		State: _____		Zip: _____
	Phone Number: _____		Cell Phone: _____		
	Email: _____				

ALL SUBCONTRACTORS PERFORMING WORK ON THIS PERMIT MUST COMPLETE THE SUPPLEMENTAL FORM

48 Hours Prior to Construction - Call USA 811 or 800-462-2444

24 Hours Prior to Work - Email or Call City of SL Inspector

Related Information	
ALCO Drilling #: _____	
BLD #: _____	
GRA #: _____	
Oro Loma #: _____	
State ENC #: _____	
OSHA Annual #: _____	

By the application and acceptance of this permit, the undersigned intending to be legally bound does hereby agree that all work performed will be in accordance with all applicable provisions of this permit and all regulations, provisions, and specifications as adopted by the City of San Leandro. Any omission on the part of the City to specify on this permit any rule, regulations, provision, or specification shall not excuse the permittee from complying with all requirements of law, relevant ordinances, and all applicable regulations, provisions, and specifications adopted by the City. Furthermore, the undersigned agrees that this permit is to serve as a guaranty for payment of all permit and/or inspection charges as billed by the City. Any misrepresentation of information from the applicant on this form shall make this permit null and void. The undersigned agrees to be fully bound to the City by the General Provisions attached to this application.

CN#: _____
Permit Fee: \$65.00
Acct#: 3306 (Non-Refundable)
Deposit: _____
Total: _____
Permit #: _____

Internal Use ONLY			
	Yes	No	N/A
OSHA Notif:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Claim Form:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Consent Form:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pre-Con Video:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Post Con Video:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shoring Plans:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

APPLICATION IS VALID WHEN SIGNED

Printed Name _____	Date _____
X Signature _____	

Permit Paid By:

<input type="checkbox"/> Agent	<input type="checkbox"/> Blanket CN
<input type="checkbox"/> Contractor	<input type="checkbox"/> Special CN
<input type="checkbox"/> Owner	

NOTE: 1/2 hr. minimum charge per inspection
MINIMUM INSPECTION TIME 1.5 HOURS
PER SLAC 6.4.100



INSPECTIONS: Email or Call

24 Hours in Advance



etinspections@sanleandro.org | 510-577-3308

Application: This form should be completed when applying for an encroachment permit from the City of San Leandro Engineering and Transportation Department for work in the public right-of-way or public easement area.

Application Fee: The application fee for an encroachment permit is \$65.00. Plan review and inspection fees for non-utility permits are based on an approved itemized cost estimate for the scope of work proposed, as assessed by City Staff, in accordance with the City's adopted fee schedule.

GENERAL PROVISIONS

- (a) All work must be performed in accordance with City of San Leandro Standard Plans, Specifications, Encroachment Permit Requirements (pdf), and Title V Chapter 1 of the San Leandro Municipal Code.
- (b) Twenty-four hour notice is **required** prior to start and for inspection requests. Work hours are limited to 8:00 am to 4:00 pm. Lane closure hours are specified on traffic control plans. No work is allowed on Saturdays, Sundays, or City Holidays unless authorized in writing. The City website has a schedule of City holidays: <http://www.sanleandro.org/contact/holidays.asp>
- (c) City to be notified next working day (by permit application submittal) of all emergency work performed.
- (d) To the furthest extent permitted by law, Applicant shall indemnify, defend with counsel acceptable to City, and hold harmless City and its officers, elected officials, employees, agents, and volunteers from and against any and all liabilities, losses, damages, claims, expenses, and costs of every nature arising out of or in connection with Applicant's work under this Permit, or its failure to comply with any of the obligations contained in this Permit. This indemnity may not apply, or liability may be proportionately apportioned if a court of competent jurisdiction finds that the City engaged in willful misconduct, or active negligence.
- (e) Applicant shall not allow its duly approved or authorized agents or contractors, or any subcontractors of its duly approved or authorized agents or contractors, to commence work under this Permit until Applicant has obtained, at its own cost and expense, and provided to City in advance of commencing work the requisite evidence or proof of insurance or copies of insurance policies of the types and in the coverage amounts required of Applicant by the City for this Permit as listed in the Encroachment Permit Requirements (pdf). Such insurance and all required endorsements must be in full effect prior to commencing work. Applicant shall furnish separate certificates and certified endorsements naming City as an additional insured, and Applicant shall either include its duly approved or authorized agents or contractors and all subcontractors as insureds under Applicant's insurance policies or Applicant shall furnish separate evidence or proof of insurance coverage or copies of insurance policies and separate certified endorsements naming City as an additional insured from each of Applicant's duly approved and authorized agents or contractors and all subcontractors of each duly approved and authorized agent or contractor.
- (f) No contractor or subcontractor shall park their construction equipment, including personal vehicles, entirely or partially in the sidewalk area. Per Section 5610 of the Streets and Highways Code, the permittee shall be responsible for the repair of any damaged sidewalk where contractor's or subcontractor's vehicles caused said damage.
- (g) If the work or use authorized by a permit is unsafe, in violation of the Municipal Code, or is unduly delayed by the permittee, the City may revoke this permit and complete the work or any portion thereof, or make the site safe or return it to the same condition existing prior thereto. The actual cost of performing such work by the City plus overhead shall be charged to and paid for by the permittee.
- (h) Permit is valid for **90 days** from issue date or last inspection, unless noted otherwise. A one-time, 90 day, extension of time may be granted when requested in writing prior to the expiration date. Requests can be sent to ETPermits@sanleandro.org.
- (i) Permit must be readily available at work site and presented when requested by a City employee. Permit is not assignable.
- (j) Section 6500 of the Labor Code requires a permit from the State Division of Industrial Safety (**CAL OSHA**) prior to any excavation five feet or deeper.
- (k) Prior to digging or drilling, permittee shall request Underground Service Alert (**USA**) markings. Contact **811, 800-640-2444, or usanorth811.org (48 hours in advance)**
- (l) Trenches must be inspected prior to backfilling. Backfill compaction tests must be submitted for review and approval prior to closing permit.
- (m) All tunneling is prohibited. Pipe must be bored, jacked, or open trenched including under curb, gutter and/or sidewalk.
- (n) Forms for concrete work must be inspected prior to placing concrete.
- (o) All concrete must be saw cut prior to breakout. Concrete sections to be replaced shall be no smaller than 30 inches in either length or width. All saw cuts must be along score lines, 1.5" minimum depth (special conditions for concrete pavements). If a saw cut falls within 30 inches of a construction joint, expansion joint, or edge, the concrete shall be removed to the joint or edge. Forms for concrete work must be inspected prior to placing concrete.
- (p) Temporary paving is required in all street and sidewalk areas and is to be placed the same day work is performed. From **October 15** through **April 15**, only Hot Mix Asphalt Concrete paving or hydrophobic, polymer-modified, cold asphalt is to be used for temporary paving. Temporary paving is to be maintained by applicant until permanent paving is placed.
- (q) Paving or sidewalk is to be replaced within **30 days**. Permittee shall notify City before placing surfacing.
- (r) A Traffic Control Plan must be submitted to the City. If flaggers are required, copies of certifications must be provided.
- (s) Permittee shall provide, erect, and/or maintain such lights, barriers, warning signs, patrols, watchmen, and other safeguards as are necessary to safeguard the traveling public in accordance with the current California "Manual of Uniform Traffic Control Devices Part 6: Temporary Traffic Control" and the submitted Traffic Control Plan.
- (t) Open trench one lane at a time, with necessary traffic control, to keep traffic moving in both directions during working hours. If at the end of the work day backfilling operations have not been completed, steel bridging shall be required to make the entire traveled way available to public traffic.
- (u) Tree trimming and/or root pruning requires approval from the City's Public Works Department prior to performing said work. Call **510-577-3440**.
- (v) A safe and accessible pedestrian path of travel shall be maintained at all times.
- (w) Permittee is responsible for contacting the City for final inspection and approval of completed work.
- (x) Permittee shall notify Union Pacific Railroad for any work to be performed or traffic control within the proximity of a railroad crossing.
- (y) Any changes to the scope of work or the traffic control plans requires a permit revision. Work cannot proceed until the City of San Leandro has approved all changes.
- (z) Any City survey monument encountered within the work area shall be preserved in accordance with California Business and Professions Code §8771. If a City survey monument is disturbed, Permittee is responsible for filing a Corner Record or Record of Survey with the Alameda County Surveyor, with a copy provided to the City. Failure to perpetuate City monuments is a misdemeanor according to California Penal Code §605.