



# ENCROACHMENT PERMIT APPLICATION FORM

**NOTE: 36" MINIMUM COVER FOR UTILITIES IN RIGHT-OF-WAY**

**ENGINEERING DEPARTMENT**  
200 CIVIC CENTER DR.  
VISTA, CA 92084  
(760) 639-6111

*Please print required information*

JOB AND OR DRAWING NUMBER:			ISSUED BY:	DATE:
JOB SITE ADDRESS OR DESCRIPTION:			PERMIT #:	PERMIT EXPIRATION DATE:
ASSESSOR'S PARCEL NUMBER (APN):			<b>48 HOUR NOTICE REQUIRED FOR INSPECTION AND PRIOR TO START OF WORK CALL (760) 639-6113</b>	
CONTRACTOR:			<b>YOU MUST CALL UNDERGROUND SERVICE ALERT AT (1-800-422-4133) (2) WORKING DAYS PRIOR TO WORK UNDERGROUND SERVICE ALERT NO. _____ THIS PERMIT IS INVALID WITHOUT THIS NUMBER</b>	
CONTRACTOR'S MAILING ADDRESS:				
CITY		ZIP		
EMAIL ADDRESS:			<p>A CASH SECURITY is required for trench excavation or any work not covered by construction bonds. CASH SECURITY shall be a minimum of \$500 or equal to the cost of the proposed improvements within the City's right-of-way. CASH SECURITY may be returned as follows. For deposit amounts greater than \$500, ninety percent (90%) of the CASH SECURITY may be returned upon completion and approval of the improvements by the City Engineer or his designee. The remaining ten percent (10%) <u>or a minimum of \$500</u> will be retained for a period of (1) year after the date that the work is completed. CASH SECURITY will be forfeited and used to correct defects, unacceptable work, trench failures or subsidence if corrective work is not completed within (5) working days after notification.</p>	
PHONE#:		FAX#:		
STATE LICENSE NUMBER		BUSINESS LICENSE NUMBER		
DESCRIPTION OF WORK:				
JOB SITE CONTACT:			<p>I agree to save, keep and hold harmless the CITY OF VISTA, its officers and agents, from all damages, costs, or expenses in law or equity that may at any time arise or be set up because of damages to property, or of personal injury received by reason of or in the course of performing work, which may be caused by any willful or omission by the contractor, or any of the contractor's employees, or any sub-contractor. The CITY OF VISTA will not be liable for any accident, loss or damage to the work prior to its completion and acceptance.</p>	
CELL PHONE #				
START DATE			<p>I am aware of the provisions of Section 3700 of the Labor Code which requires every employer to be insured against liability, for workman's compensation or to undertake self-insurance in accordance with the provisions of said Labor Code and I will comply with such provisions before commencing the performance of the work of this contract.</p>	
ESTIMATED COMPLETION DATE				
<p><b>THE FOLLOWING MUST BE INCLUDED OR EMAILED WITH PERMIT APPLICATION:</b></p> <p>TRAFFIC CONTROL PLANS (1 COPY)</p> <p>SITE PLAN / VICINITY MAP (1 COPY)</p> <p>CONSTRUCTION PLANS (1 COPY)</p> <p>LIABILITY INSURANCE (1 COPY)</p> <p>WORKMAN'S COMP INSURANCE (1 COPY)</p> <p>CITY OF VISTA BUSINESS LICENSE (1 COPY)</p> <p>CALOSHA PERMIT (1 COPY)</p> <p><i>PLEASE SEND EMAIL SUBMISSIONS TO BOTH OF THE FOLLOWING CONTACTS:</i></p> <p><a href="mailto:mhodge@cityofvista.com">mhodge@cityofvista.com</a></p> <p><a href="mailto:rbrenzel@cityofvista.com">rbrenzel@cityofvista.com</a></p>			<p>I hereby acknowledge that I have read this application and certify that the information given is correct. I agree to comply with all applicable city ordinances, state laws and with the requirements of this permit.</p> <p>SIGNATURE _____</p> <p>PRINT NAME _____</p> <p>DATE _____</p>	
NOTICE: THIS IS NOT AN ENCROACHMENT PERMIT - CONTRACTOR MUST SIGN ACTUAL PERMIT IN PERSON				



## **CITY OF VISTA**

### **Requirements for Encroachment Permits**

1. Must have State Contractor's License.
2. Required License Types: For trenching, only A, C-34, C-36 & C42 allowed  
Additional License Types may be allowed for Surface Improvements
3. State of California Occupational Safety and Health Permit (CALOSHA).
4. Must submit applicable Underground Service Alert Number, if applicable.
5. Must have valid City of Vista Business License.
6. Must have Workers Compensation Insurance with the City of Vista as Certificate Holder.
7. Must have Liability Insurance with the City of Vista listed as the Certificate Holder and as Additional Insured.

**If working in a street or easement, liability amount must be at least \$1,000,000.00**  
**For surface improvements - sidewalks or driveways amount must be \$500,000.00**

8. Must have \$1,000,000.00 of pollution liability insurance if doing any work on or within public sewer manholes or public sewer mains.

#### **PLEASE NOTE**

**Additional Insured Endorsements must be included  
as attachments to the Certificate of Liability Insurance**

**\*\*\*\*\* Endorsements must cover Ongoing and Completed Operations \*\*\*\*\***

8. Permit Fee & Required Cash Trust Deposit: Minimum cost of permit is \$1,438.44 plus a minimum cash trust deposit of \$500.00 or an amount equal to the cost of the improvements being done within the City's right-of-way. Minimum permit fee covers 3 hours of inspection time and 30 minutes for preconstruction meetings. Additional fees will be due if more than 3 hours of inspection time is required.

Trust Deposit may be returned as follows.

Ninety percent (90%) of Cash Deposit may be returned upon completion and approval of the improvements by the City Engineer or his designee.

The remaining ten percent (10%) or a minimum of \$500.00 will be held for a period of one year after the completion and final approval of the work and may be returned if the funds are not required to correct improvement defects, unacceptable surface work and trench failure or subsidence which is not corrected within (5) working days after notification.

**APPROVABLE TRAFFIC CONTROL PLANS MUST TO BE SUBMITTED WITH PERMIT APPLICATION. ISSUANCE OF PERMIT MAY BE DELAYED IF NOT SUBMITTED. TRAFFIC CONTROL PLANS MUST MEET ALL REQUIREMENTS MANDATED WITHIN THE CALIFORNIA MANUAL ON TRAFFIC CONTROL DEVICES.**





# CITY OF VISTA - Notice

## The following General Conditions shall be considered a part of the City of Vista Encroachment Permit

### General

1. Telephone Engineering Inspection at 760-639-6113, 48 hours prior to any work in the City right-of-way.
2. The Encroachment Permit shall be kept on the worksite during all ongoing work with a traffic control plan clearly showing all affected streets and sidewalks and how vehicular and pedestrian traffic is being handled in accordance with standards approved by the City.
3. The traffic control plan must be prepared by either a California licensed Traffic Control Services Consultant (C31 Contractor's License – Construction Zone Traffic Control Contractor), or be a California registered Traffic or Civil Engineer.
4. The traffic control plan must be in accordance with the latest edition of the California MUTCD or the San Diego Regional Standard Drawings.
5. Traffic control shall be set and maintained per the City approved traffic control plan. Barricades shall be Type II Flashing, with reflectorized delineators and signs, if required for night operations. Minimum lane width is 11 feet.
6. Flagmen shall have a safety vest with a Stop paddle.
7. No street shall be closed without the approval of the Traffic Engineer pursuant to a City approved traffic control plan.
8. Pedestrian walkway shall be left open or detoured using a minimum four-foot wide safe passage way pursuant to a City approved traffic control plan.
9. Normal working hours are 7:00 a.m. – 5:00 p.m., Monday through Friday unless indicated otherwise on the City approved traffic control plan.
10. Work in the public right-of-way shall be Monday through Friday only. No work is allowed on Saturday, Sunday or City Holidays without prior City approval.
11. Upon permit expiration, all work ceases until a new permit application is submitted and approved. Existing permit time extensions requests must be submitted prior to expiration date of permit.
12. No construction vehicles shall be parked upon public sidewalks. VCC 10.24.040.
13. Prior to obstructing the ingress/egress of any residential, commercial or industrial site, permittee is required to give property owner and the City 24 hour notice, whenever the permittee's operations hinders vehicular or pedestrian traffic, whether public or private. The permittee shall construct and maintain such structures as required to provide safe ingress/egress through a construction site. All public and private access restrictions must be clearly shown on the traffic control plan submitted by the contractor for City review and approval.
14. It is the permittee's responsibility to protect against any dirt or debris from being deposited within the City storm drain system.
15. The permittee is required to immediately comply with all directives issued by the City Inspector to eliminate dust, mud or other site nuisance.



# CITY OF VISTA - Notice

**The following Materials and Standards shall be considered a part of the City of Vista Encroachment Permit**

## **Materials and Standards**

1. The permittee is responsible to perform all work and conduct operations per City approved editions of the SSPWC, SDRSD, CITY STDS, CODES, this PERMIT, and all other applicable requirements.
2. No trenches shall be left open overnight. Trenches shall either be plated with temporary AC seal, or backfilled, and have a minimum of 1½" of compacted temporary AC Cold Mix placed.
3. Sidewalk, driveways, wheelchair ramps shall be sawcut to an even line and be removed joint to joint.
4. Curb and gutter and cross gutter shall be removed as directed by the City Inspector. Concrete removal will require a 1' asphalt sawcut and repave.
5. Permanent asphalt placement shall be per City of Vista Std. Dwg. SRF-08A & 08B. Cold Planing for Final Cap required for all trenches.
6. All damaged roadway striping shall be replaced in kind.
7. All concrete placed shall be transit mix, unless waived by the City Inspector.
8. Two sack slurry backfill is required when tunneling under curb and gutter.
9. All subgrade (12" depth) and basegrade material shall be compacted to 95 percent density. Sidewalk sub/base material shall be compacted to 90 percent density. Certification, including compaction testing, shall be provided by the Permittee unless waived by the City Inspector.
10. No excavated material shall be hauled to a site within the City of Vista, without City Inspector knowledge of the end haul location, and the appropriate permits.
11. Any continuous hauling operation will require a City approved Haul Route Permit, prior to commencing the haul. Hauling of dirt/rock etc. without this permit may subject this haul to an immediate Stop Work Notice.
12. Approved City materials for construction include:
  - a. Asphalt: Surface course – ½" Med. C2-AR-4000-RAP, Min. .10 thick  
Base course – ¾" Med. B-AR-4000-RAP  
Berm – D2-AR-8000  
[Performance Grade (PG) asphalt binder PG 64-10 may be substituted for AR-4000 asphalt binder]
  - b. Concrete for structures – 6/sack 3250 PSA min.
  - c. Concrete for curb and gutters, sidewalks, driveways – 520-C-2500 min.
  - d. Base material for wheelchair ramps – 6" Class II/Caltrans 26-1.02B
  - e. Street base material – Class II
  - f. Sidewalk base material – 6" Class II
  - g. Curing compound on all concrete – Type I SSPWC 303-5.6

**All standards are considered minimum and may be revised by the City depending upon field considerations, standards and materials approved on a signed City plan, supercede above materials and standards. It is the permittee's responsibility to understand and implement all Standards, Codes and other applicable requirements.**