



ENCROACHMENT PERMIT APPLICATION  
CHECKLIST



- APPLICATION FORM SUBMITTED

IN ORDER FOR YOUR APPLICATION FOR AN ENCROACHMENT PERMIT TO BE CONSIDERED COMPLETE, YOU MUST PROVIDE ALL OF THE FOLLOWING:

- NAME OF APPLICANT
- NAME OF CONTRACTOR IF WORK IS TO BE DONE BY A CONTRACTOR
- CONTRACTOR'S LICENSE NUMBER AND CLASSIFICATION
- CONTRACTOR'S CITY BUSINESS LICENSE NUMBER
- CONTRACTOR'S REPRESENTATIVE'S NAME
- CONTRACTOR'S 24 HOUR EMERGENCY CALL NUMBER
- LOCATION OF THE WORK
- DESCRIPTION OF THE WORK
- PLANS OR SKETCH OF THE WORK
- TRAFFIC CONTROL PLAN, IF WORK IS IN THE STREET\*\*
- WORKER'S COMPENSTATION INSURANCE PROVIDED OR ONE FILE WITH THE CITY IF A CONTRACTOR IS DOING THE WORK
- UNDERGROUND SERVICE ALERT TICKET NUMBER PROVIDED IF AN EXCAVATION IS INVOLVED.
- ENCROACHMENT PERMIT PROCESS AND CONDITIONS OR ISSUANCE READ AND SIGNED.

\* ONLY GENERAL ENGINEERING CONTRACTOR (CLASS "A") OR SPECIALTY CONTRACTORS SHALL PERFORM WORK IN THE PUBLIC RIGHT-OF-WAY

\*\* MAY BE REQUIRED IF WORK IS IN PEDESTRIAN AREA



## Process and Conditions of Issuance of Encroachment Permit

An **Encroachment Permit** is required for all work in the street right-of-way or dedicated City easements. All work shall be in accordance with the Standard Specifications for Public Works Construction, “Green Book” (SSPWC) current Edition, the Standard Plans for Public Works Construction, the current City of Barstow Standards and any current supplements. If there is a conflict between standards, it is the applicant’s responsibility to contact the City Engineer or his representatives and receive clarification. Only General Engineering contractor (Class “A” License) or a current Specialty Contractor license shall perform work in the Public Right of Way or Dedicated City Easements

It is understood that the applicant, agent, owner, or contractor, hereinafter referred to as “Applicant”, shall be accountable for, but not limited to, the following conditions and fees:

1. A fully completed encroachment permit application with all required attachments shall be submitted to the building department’s permit aide. A preliminary review will be done to verify proper information has been submitted as follows:
  - a. Encroachment application with proper signatures and the Underground Service Alert (USA) Number.
  - b. Approved “Complete Improvement Plans” and/or plans demonstrating the type of work, the work location, and all streets affected by the work within a radius of 200 feet.
  - c. Traffic control plan conforming to the California Manual on Uniform Traffic Control Devices.
  - d. Copy of a current Business License and Contractor’s License
  - e. A copy of Liability Issuance, as required by Section 7-3 and 7-4 of the SSPWC and naming the City of Barstow as an additional insured.
  - f. A certificate of Worker’s Compensation Insurance, a certificate of consent to self –insure, or certified copy thereof (Sec. 3800, Labor Code).
  - g. The applicant’s and /or contractor’s 24 hour emergency call numbers.
2. A fully completed encroachment permit will be forwarded to the proper departments for final review and acceptance. Allow 2 weeks for this review. Errors or omissions will result in the permit being returned to the applicant for corrections or additional information, and will result in the application process starting over at number 1.
3. After Departments final approvals are received, the encroachment permit package can be picked-up by the applicant as indicated in retrieval method box at the top right corner on the encroachment permit application form. (Mailed or Received at City Hall)
4. Prior to any construction in the Street Right of Way, Traffic Control shall be set up per the submitted approved Traffic Control Plan.
5. Survey information (Cut Sheets) shall be submitted to the engineering division 48 hours prior the request for inspection.
6. It is the applicant’s sole responsibility to make arrangements and pay fees for compaction testing for any work within the City’s right of way or easements. Compaction tests shall be performed by an accredited certified testing lab and shall be in accordance with the SSPWC. Compaction tests for, but not limited to, Curbs, Gutters, Sidewalks, Driveways, Cross-Gutters, Access Ramps and asphalt pavement shall not be performed more than 24 hours prior to work of placing the finish layer of the work. It is the sole responsibility of the applicant to make arrangements for and to pay any fees for additional re-compaction tests that may be required for any failing tests, or if weather or any other circumstances have affected the integrity of the compaction process.



7. Call (760) 255-5156 or (760) 255-5157 48 hours in advance to request an inspection. Engineering personnel will call you back to confirm the time and date of inspection. Process number 5, 6, and 7 can be concurrent.
8. Encroachment permits are good for 30 days from the date issue. If work has been diligently pursued, but fails to be completed in the time allowed, one 30 day extension of time may be granted. All work shall be completed within the allocated time.
9. If work does not commence within the 30 days, a new encroachment permit package and fees must be submitted.
10. Allow time to resolve any corrections found. Delay for corrections is the sole responsibility of the applicant and he/she shall accept all arrangements and expense for time, labor, equipment, materials, or any other incidentals necessary to accomplish those corrections
11. The encroachment permit package and compaction report shall be presented to the inspector at the time of inspection. **If the proper documentation is not presented, the inspection will not be performed and a new request for inspection as stated in process number 7 shall be required.**
12. If corrections are necessary or work is not properly prepared for inspection, a re-inspection will be required and a \$55.00 re-inspection fee will be charged. This fee must be paid prior to re-inspection.
13. A final inspection of the work shall be requested by submitting a Final Inspection Request Form prior to the 30 day expiration date. Inspection requires 48 hour advance notice. Allow time for corrections.
14. Final corrections are the applicant's responsibility and all arrangements and expense are borne by the applicant.
15. Issued encroachment permits not picked up within two weeks will be considered inactive and will be closed. It is the applicants responsibility to make sure that their permit is picked-up and that work is has begun in a timely manner.
16. The encroachment permit may be denied or revoked for, but not limited to, the following;
  - a. Improper insurance
  - b. Non- conformance to design standards, standards, traffic control, materials, workmanship, quality, and / or safety regulations.
  - c. Non-permitted installation
  - d. Repeat Violators of any of the above.
17. If an emergency / an after hours call number is not responded to, and City staff needs to remedy a problem for public safety, at the discretion of the city, the city will remedy the problem and the applicant shall bear all City's costs.
18. When work is performed on Saturday, Sunday, holiday or the City's closed Friday, inspection shall be requested 48 hour advance. All costs of providing weekend or holiday inspection shall be borne by the applicant. Request for inspection of the work covered by an encroachment permit is not guaranteed, and is at the City's discretion or availability.
19. Any survey monuments or markers that are destroyed, removed, buried, or the integrity of the survey monument has been disturbed by the work covered by an encroachment permit shall re-established and a corner record filed with the County Surveyor. All costs, materials, equipment and other incidentals required to re-establish the survey monuments shall be borne by the applicant.

I have read and understand the process and conditions for an Encroachment Permit

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

DIG ALERT – 811

**CITY OF BARSTOW**  
**ENCROACHMENT PERMIT**  
**APPLICATION FOR AUTHORIZATION WITHIN CITY RIGHT-OF-WAY**

DATE: \_\_\_\_\_ U.S.A. CLEARANCE: # \_\_\_\_\_

OWNER: \_\_\_\_\_  
SIGNATURE \_\_\_\_\_

UTILITY COMPANY: \_\_\_\_\_  
SIGNATURE \_\_\_\_\_

DEVELOPER: \_\_\_\_\_  
SIGNATURE \_\_\_\_\_

CONTRACTOR: \_\_\_\_\_  
SIGNATURE \_\_\_\_\_

CONTRACTOR LICENSE: # \_\_\_\_\_ CITY BUSINESS LICENSE: # \_\_\_\_\_

CONTRACTOR FIELD REP.: \_\_\_\_\_

BUSINESS PHONE: # \_\_\_\_\_ EMERGENCY PHONE: # \_\_\_\_\_

LOCATION OF JOB: \_\_\_\_\_

**JOB LOCATION PLAN**

Minimum 18" x 24" plan showing:

1. Work location and all streets within 200 feet of work site.
2. Proposed Traffic Control Plan which complies with the current addition of the W.A.T.C.H book for Construction Zone signing and phasing the project.

**PROPOSED WORK DESCRIPTION:**

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ASPHALT CONCRETE & BASE	sq. ft.	ASPHALT CONCRETE BERM	lin. ft.
CONCRETE CROSS GUTTERS	sq. ft.	CON. CURB OR CURB GUTTERS	lin. ft.
COMM DRIVEWAY APPROACH	each	RES. DRIVEWAY APPROACH	each
MANHOLES	each	PAVEMENT RESTORATION	lin. ft.
SEWER LATERALS	lin. ft.	SEWER MAIN	lin. ft.
SEWER CLEANOUT	each	CONCRETE SIDEWALK	sq. ft.
STORM DRAIN INLETS	each	STORM DRAIN PIPE	lin. ft.
TRENCH BACKFILL	lin. ft.	PERMIT FEE	\$79.00
WALL		U.S. ALERT FEE	\$ 1.75
		TOTAL FEE	\$ _____

**INSURANCE REQUIREMENT**

Evidence of insurance shall be furnished by the Contractor as specified in Section 7.3 of the Standard Specifications and the following coverage's shall be provided.

**7-3 Liability Insurance**

The Contractor shall furnish the City a policy or certificate of liability insurance in which the City is the named Notwithstanding any inconsistent statement in the policy or any named as an additional insured covering the Work, weather liability is attributable to the Contractor or the City. The policy shall insure the City, its officers, employees and agents while acting within the scope of their duties on the work, against all claims arising out of their duties on the work, against all claims arising out of or in connection with the Work, except as provided for in Subsection 6-10.

The Contractor may file insurance acceptable to the City covering more than one project. The coverage shall provide a combined single limit policy with aggregate limits in the amount of \$1,000,000. Except as provided for in Subsection 6-10, the Contractor shall save, keep and hold harmless the City, 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 negligent act or mission by the Contractor, any of the Contractor's employees, or any Subcontractor. The City will not be liable for any acceptance except as provided for in subsection 6.10.

All liability insurance policies shall bear an endorsement or shall have attached a rider whereby it is provided that, in the event of expiration or proposed cancellation of such policies for any reason whatsoever, the City shall be notified by registered mail receipt requested, giving sufficient time before the date thereof to comply with any applicable law or statute, but in not event less than 30 days before expiration or cancellation is effective.

**WORKER'S COMPENSATION INSURANCE**

You are required to attach a certificate of consent to self-insure or a certificate of Worker's Compensation Insurance or a certified copy thereof (Sec. 3800, Labor Code).

Policy No. \_\_\_\_\_

Company \_\_\_\_\_

CERTIFIED copy is hereby furnished.

Copy is filed with the City.

**CERTIFICATE OF EXEMPTION FROM WORKERS COMPENSATION INSURANCE**

Special Conditions \_\_\_\_\_

\_\_\_\_\_  
Signature of Representative

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
**BUILDING APPROVAL**

\_\_\_\_\_  
**ENGINEERING APPROVAL**





Engineering Department

## NOTICE

**EFFICTIVE AUGUST 1, 2006, THERE WILL BE AN ADDITIONAL INSPECTION CHARGE OF \$55 (\$47 RE-INSPECTION FEE PLUS \$8 PROCESSING AND ADMINISTRATION COST) FOR ANY THIRD OR SUBSEQUENT RE-INSPECTION OF WORK COVERED BY A CITY OF BARSTOW ENCROACHMENT PERMIT.**

Due to the increasing number of re-inspections pertaining to Encroachment Permits, the City of Barstow will be charging an additional fee for any inspections over two, the number that is covered under the initial Encroachment Permit fee. The initial fee for an Encroachment Permit Includes two inspections, i.e. form inspection and one during / after the pour.

The additional fee of \$55 will charged for each and every additional inspection beyond the initial two inspections. It will be necessary for the City to receive prepayment of these fees before any subsequent inspection will be scheduled or made.

It is the City of Barstow's hope that this will help reduce or eliminate the excessive use of City Staff time, and also recover the costs that are being incurred for these re-inspections.

Thank you,

Charles Nichols  
City Engineer

cc: Distribute with each Encroachment Permit issued.



City of Barstow

Encroachment Permit – Time Extension Request

Application For Authorization Within City Right Of Way

Permit # \_\_\_\_\_

New U.S.A. Clearance#: \_\_\_\_\_

Current Date: \_\_\_\_\_

Extended Date \_\_\_\_\_

of Completion: \_\_\_\_\_

Utility Company: \_\_\_\_\_

Signature: \_\_\_\_\_

Contractor: \_\_\_\_\_

Signature: \_\_\_\_\_

Reason For Extension:

Multiple horizontal lines for text entry.

A Time Extension Request is for an existing encroachment permit for which work was not started or completed within the 30 days allowed to finish the work. A Time Extension will be approved for an additional 30 days to complete the work covered by the original Encroachment Permit. The amount and the description of the proposed work shall remain the same as the original Encroachment Permit. Additional quantities or a change of work shall require a new encroachment permit to be approved and fees to be submitted.

Liability Insurance and Worker Compensation Insurance certificates shall be extended to include the requested time extension. All Insurance requirements shall remain as required by the original encroachment permit.

ACKNOWLEDGED AND AGREED TO:

By: \_\_\_\_\_, Title: \_\_\_\_\_ Date: \_\_\_\_\_

Approved By:

\_\_\_\_\_  
\_\_\_\_\_  
Building and Safety Signature  
Engineering Signature