



CITY OF INDUSTRY
 15625 E. Stafford Street
 City of Industry, CA 91744
 Telephone: (626) 333-2211 Fax: (626) 961-6795
 E-Mail: permits@cityofindustry.org

Job Number: _____

APPLICATION FOR ENCROACHMENT PERMIT

Date: _____

- PERMIT TYPE: Utility Cut Sewer Connection Driveway Approach Tree planting/trimming/removal
 Construction Excavation Pole Replacement Curb Drain
 Annual Roll-Off Bin Wide/Oversize Load Street/Lane Closure
 Filming Curb and Gutter Equipment/Materials Other, Unlisted Work: _____

(Print project/applicant name): _____

hereby makes application to construct on or in the public streets and rights of way, and City utility easements at the location described below, subject to the provisions of the ordinances of the City of Industry and THE ATTACHED REQUIREMENTS.

In consideration of the granting of this permit, it is further agreed by the applicant that the City of Industry and any of its officers or employees shall be held harmless by the applicant from any liability or responsibility for any accident loss or damage to persons or property, happening or occurring as the proximate result of any work undertaken under the terms of this application and the permit or permits which may be granted in response thereto, and that all said liabilities are hereby assumed by the applicant. It is further agreed that if any part of this installation interferes with the future use of the street by the general public, it must be removed or relocated as designated by the City Engineer at the expense of the permittee or his successor in interest.

Location: _____

Description of Work: _____

Size Excavation/Type of Surface: _____

Franchise/Right-of-Way Agreement/Utility Easement: _____

Owner Name: _____

Contractor: _____

Signature: _____

Signature: _____

Address: _____

License Class: _____ # _____

City/Zip Code: _____

Work Order No: _____

Telephone: _____

Telephone: _____

E-Mail: _____

E-Mail: _____

*Payer: _____

*Payer Signature: _____

*The owner/applicant is the financially responsible party for additional collections, charges, and refunds.

PERMIT APPROVAL AND ACCEPTANCE OF WORK

Permit Issued: Date _____ By _____ No. _____

Permit Fee \$ _____ Bond Amount _____ Checked By _____ Date _____

Make check payable to "City of Industry". This permit is nontransferable and is valid for six months of date of issuance. A copy of this permit is required on the job site at all times when work is in progress. **INSPECTION IS REQUIRED:** Call (626) 934-5180 or email at inspections@cityofindustry.org at least 24 hours prior to start of any work. **To validate this permit, permittee must obtain an inquiry identification number from Underground Service Alert at 1-800-422-4133.**

Inquiry Identification Number: _____

COMPLETION NOTICE

When work is completed fill out copy and send to City Engineer's Office at above address.

Work Completed: _____
 Company/Signature/Date Completed

Work Accepted by City of Industry: _____
 Signature/Date

Work remains the responsibility of PERMITTEE until accepted by the City.



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REQUIREMENTS FOR OBTAINING A PERMIT

- Complete and sign the permit application. Payment collection will be required prior to permit issuance. Only complete permit application packages will be accepted for review and processing.
- Submit **3 sets of plans** showing the location of work proposed; relative to the right-of-way boundary or the centerline of the road.
- Provide proof of General Liability and Workers Compensation insurance. All insurance documents, including the required endorsement form, must name City of Industry as “Additionally Insured” per current insurance requirements.
- Submit a copy of contractor’s license.
- Provide Right of Way Agreements, Police/Fire Department approvals, and/or State Division of Industrial Safety Excavation Permits.

PERMIT APPLICATION TRAFFIC CONTROL REQUIREMENTS

- A stamped, standard Traffic Control Plan is required for the following:
 - a. Any traffic control set up that impacts traffic signal intersections, grade crossings, or other significant items;
 - b. The duration of an overnight traffic control work is more than 72 hours.
- If construction zones are in straight paths, without impacting nearby intersections, and for durations less than 72 hours, then formal traffic control plans stamped by an engineer are not needed.
- If the traffic control is within private property, the contractor may utilize CA MUTCD traffic control application or either the CJUTCM or the WATCH manual for the traffic control design.
- The standard traffic control plan shall reflect the current field conditions including but not limited to driveways, lane configuration with lane width call outs, sidewalk, Right of Way.
- The traffic control plan should be at 1” = 40’ SCALE.
- Project duration shall be shown on plan.

PROVISIONS

- All work in public right-of-way shall be per Standard Specifications for Public Works Construction (S.S.P.W.C.), City standards, policies, codes and these Provisions to the satisfaction of the Public Works Director or his/her representatives.
- Utilities damaged or broken by the Permittee shall be repaired or replaced to the satisfaction of their owners at Permittee’s expense. Any trees, shrubbery, or landscaping damaged shall be replaced as directed by the Public Works Department.
- Any concrete to be removed shall be saw cut and replaced as directed to match existing in: color, finish and scoring. Pavement to be removed shall be restored within 30 days of installation of facilities covered under permit.
- All traffic interference, control, detours, and lane closures shall be made in accordance with latest approved “Manual of Uniform Traffic Control Devices” (MUTCD) and are subject to the Public Works Department review and approval.
- All trenches and/or open holes shall be filled, covered, or plated and adequately barricaded at the end of each day and whenever work is not in progress.
- Permittee shall obtain a State Division of Industrial Safety Excavation permit and file copy of same with Public Works prior to start of underground permitted work.
- Compaction tests required at locations and depths as determined by Public Works at cost of Permittee. Compaction shall be per current S.S.P.W.C. (Greenbook) requirements.
- Signs warning of future no parking/no stopping shall be posted 72 hours prior to starting work
- Pavement replacement shall be in conformance with current A.P.W.A and City Standards.
- Permittee shall remove all Underground Service Alert markings by method approved by the Public Works Department.
- Special paving conditions will be required on newly paved or resurfaced roadways.
- Roll-off debris containers must have the following clearly displayed and visible on its exterior surface:
 - Permittee’s name and telephone number (including area code) in print at least two inches in height; 3-inch diameter reflectors, placed on the four corners of each side of the roll-off debris container facing traffic. The lower defectors shall be between 3 and 4 feet above the ground and vertically aligned with the upper reflectors.