



TOWN OF PARADISE
 Public Works Department
 5555 Skyway
 Paradise, CA 95969
 (530) 872-6291

ENCROACHMENT PERMIT APPLICATION
 SEE PAGE 2 FOR GENERAL CONDITIONS

Date Submitted: _____
 Date Work Accepted: _____

Permit No.: _____
 Work Zone: _____

Owner Information	
Name:	
Street Address:	
City, State, Zip:	Telephone No.:
Fax No.:	Mobile No.:

Submittal Items
Application
Traffic Control Plan (if req'd)
Insurance Certificates
Bond

Contractor Information	
Name:	
Street Address:	
City, State, Zip:	Telephone No.:
Fax No.:	Mobile No.:

Permit Fees	
Fee Type	
Amount	
Paid Date	
Received By	

CONTRACTORS LICENSE LAW

I DECLARE UNDER PENALTY OF PERJURY (CHECK ONE):

I am licensed under provisions of Chap. 9, Div. 3 of the Business and Professions Code and my license is in full force and effect for the scope of work which I am undertaking.
 License type and number: _____

I, as the owner, or my employees with wages as their sole compensation, will do the work, and the structure is not intended or offered for sale. (sec. 7044)

I am exempt under sec. _____, Business and Professional Code for this reason _____.

WORKERS COMPENSATION INSURANCE

I DECLARE UNDER PENALTY OF PERJURY (CHECK ONE):

The permit is for \$500.00 (valuation) or less.

I have placed on file with the Town of Paradise Development Services Department a certificate of workers compensation insurance or a certificate of consent to self-insure.

I shall not employ any person in any manner so as to become subject to the Worker's Compensation laws of California.

Notice to applicant: If, after making this statement, should you become subject to Worker's Compensation provisions of the labor code, you must forthwith comply with such provisions or this permit shall be deemed revoked.

Project Information					
Excavate:	Street	Other:	Install:	Sidewalk	Utility
	Sidewalk			Curb/Gutter	Other:
	Curb/Gutter			Driveway	
	Driveway			Culvert (Confirm size and location, 15" min.)	
Location of Work:			Nearest Cross Street:		
Adjacent to Signalized Intersection:		Yes	No	*If within 300' in any direction, reference Note 14 on Page 2 of this application	
Anticipated Start Date:			Estimated End Date:		
Scope of Work:					
Contractor Job # or Project Name (if applicable):					

I certify that I have read this application and state that the above information is correct. I agree to comply with the General Conditions (see page 2) and to all Town Ordinances, Town Standards, State and Federal laws relating to construction, and hereby authorize representatives of the Town of Paradise to enter upon the above mentioned property for inspections purposes. I also agree to waive, indemnify and keep harmless the Town and its agents against all liabilities, judgments, costs, and expenses which may in any way accrue against said agency in consequence of the granting of this permit.

Property-owner / Contractor

Applicant Signature *Date* *(circle one)*

Approval Special Conditions: _____

Approved by: _____ **Date:** _____ **Inspection Contact No.:** _____



ENCROACHMENT PERMIT GENERAL CONDITIONS

1. All contractors working on this project shall have proper insurance, with the General or Prime Contractor having liability insurance with a combined single limit of one million dollars, and also one million dollars limit for general aggregate; with the Town of Paradise named as an additional insured. This will be in standard form from your insurer, with a copy signed by your agent. No work shall commence without this insurance being provided. Additional insurance provisions can be found in Town of Paradise Municipal Code Section 12.14.150-160.
2. It is understood and agreed that the Town has prior right to the use of its Right-of-Way. It is further understood and agreed by the Permittee that the doing of any work under this permit shall constitute an acceptance of all the provisions contained herein and failure on the Permittee's part to comply with all provisions will be cause for revocation of this permit. Except as otherwise provided for public agencies and franchise holders, the permit is revocable at any time. This permit is to be on the job at all times while the work is being done.
3. All work shall be done subject to the supervision of and to the satisfaction of the Public Works Department of the Town. The Permittee shall, at all times during the progress of the work, keep the Town roadway in as neat and clean a condition as is possible and upon completion of the work granted herein, shall leave the Town roadway in a thoroughly neat, clean and usable condition.
4. The Permittee agrees by the acceptance of this permit to properly maintain any encroachment placed by the Permittee on any part of the Town roadway and to immediately repair any injury to any portion of the roadway which occurs as a result of the encroachment, until such time as the Permittee may be relieved of the responsibility of such encroachment by the Town Department of Public Works.
5. It is further agreed by the Permittee that whenever construction, reconstruction, or maintenance work upon the highway may require, the installation provided for herein shall, upon request of the Town Department of Public Works, be immediately removed by and at the sole expense of the Permittee.
6. No material used for fill or backfill in the construction of the encroachment shall be borrowed or taken from within the Town Right-of-Way.
7. Where applicable, Permittee shall submit proposed traffic control plan. All traffic control methods shall be California MUTCD Part 6 compliant. At least one eleven foot (11') lane in each direction of any public road, under the jurisdiction of the Town of Paradise, and other public roads junctioning or intersecting therewith, shall be kept open for travel by the general public at all times. Reversible flow, one-way traffic control requires specific approval during the Application Review Process. A full traffic control plan shall be submitted for review when controls exceed typical flagging or shoulder work, such as lane closures or lane shifts. No public road under the jurisdiction of the Town shall be closed to travel by the general public without special permission, in writing, of the Town Engineer.
8. The Permittee, by the acceptance of this permit, shall assume full responsibility for all liability for personal injury or damage to property which may arise out of the work herein permitted or which may arise out of the failure on the part of the Permittee to do the work provided for under this permit. In the event any claim of such liability is made against the Town or any department, official, or employee thereof, the Permittee shall defend, indemnify, and hold them and each of them harmless for such a claim.
9. Trench backfill and pavement restoration shall comply with Standard Detail **TB1** and Detail **TB2**, where applicable. All excavations shall be backfilled and compacted immediately after work therein has been completed. Trenches shall not be left open farther than 300 feet in advance of the pipe laying operations unless otherwise permitted by the engineer. Unless otherwise permitted under the special conditions, backfill shall be placed and mechanically compacted in such a manner that the relative compaction throughout the entire fill within the Town road right-of-way shall conform to the percentage of compaction as stated on Town standard details. Permittee shall notify the Town inspector **24** hours before backfilling and / or paving.
 - a. All installations, parallel with roadway, shall be placed as close to the right-of-way as possible.
 - b. All pavements, curbs, gutters, sidewalks, borrow ditches, pipes, headwalls, road signs, trees, shrubbery and / or other permanent road facilities impaired by or as a result of, construction operations at the construction site(s), or at other location(s) occupied by materials and / or equipment shall be restored immediately upon backfilling of the excavation to the original grades and cross sections, and to a condition as good as, or better than, existing prior to construction.
10. Whenever necessary to secure permission from abutting property owners, such authority must be secured by the Permittee prior to starting work.
11. The future safety and convenience of the traveling public shall be given every consideration in the location and type of construction. Permittee shall cause to be placed, erected and maintained all warning signals, lights, barricades, signs, and other devices or measures essential to safeguard travel by the general public over and at the site of work authorized herein.
12. If the construction work covered by this permit is to be done by a private contractor hired by the applicant, applicant shall notify contractor as to the special conditions and requirements contained herein.
13. Permittee agrees that if the roadway and / or adjacent area (including drainage or stormwater pollution best management practices) are not left in an acceptable manner to the Town Engineer, and if such noticed deficiencies are not corrected within thirty (30) days of written notice thereof, Permittee agrees to pay the Town of Paradise for any and all costs necessary to correct said deficiencies.
14. When any excavation is to take place within 300 feet of a signalized intersection, Permittee shall secure location service of signal loop and wiring from Bear Electrical Solutions (1-800-462-3271) and shall be required to pay for that service.
15. This permit expires one (1) year from the approval date unless otherwise noted. If you require an extension of time, please contact the Town Engineer's office.
16. A minimum of 24-hours notice is required to schedule an inspection by the Town in connection with this encroachment permit. Should the Contractor wish to perform work during non-typical working hours (M-F 7AM-5PM), the Contractor may request a special inspection for approval by the Town of Paradise. Such inspections, if approved, will be billed to the Contractor at rates defined in the Master Fee Schedule currently in effect.
17. Contractor shall notify Underground Service Alert (USA) at least 48 hours in advance of any work; dial 811.