



ENCROACHMENT PERMIT APPLICATION

1. Approval is required from the City of Beaumont Public Works Department.
2. Contractor doing the work must have a valid City of Beaumont business license and State Contractor's license (Class A, C-8, or C-36 required) appropriate for the work being done.
3. Fill out the left side of the Encroachment Permit Application, sign and submit to the Public Works Department located inside City Hall at 550 E. 6th Street, Beaumont, CA 92223 or emailed to publicworksEP@beaumontca.gov
4. Applications shall also include:
 - Original Certificate of Insurance (faxes or copies are not acceptable)
 - Proof of General Liability Insurance in the amount of \$300,000 for driveway replacement, sidewalk construction and landscape; or
 - Proof of General Liability Insurance in the amount of \$1,000,000 or more, at the sole discretion of the City, for all other work.
 - Insurance cancellation notification thirty (30) days in advance.
 - "City of Beaumont" listed as Certificate Holder and named as additional insured.
 - Proof of Workers Compensation Insurance
 - Surety Bond or Cash Deposit in an amount of up to the value of the work to be performed may be required; the amount to be determined by the Public Works Department on a case-by-case basis.
5. If the Permit Application is complete, time frame for approval ranges from 2 or 3 working days to several weeks, depending on the nature of the work.
6. Permit fees for approved Applications are based on the City of Beaumont Fee Schedule.
7. If the work performed affects traffic, whether it is pedestrian or vehicular, a Traffic Control Plan (TCP) is required. Minimum requirements for Traffic Control Plans are available at the Public Works Department.



CITY OF BEAUMONT
Public Works Department
550 East 6th Street
Beaumont, CA 92223
(951) 769-8522

PublicworksEP@beaumontca.gov
ENCROACHMENT PERMIT

IMPORTANT NOTICE

Section 4216/4217 of the Government Code requires a DigAlert Identification number be issued before a "Permit to Excavate" will be valid. For your DigAlert Number, call Underground Service Alert TOLL FREE, 1-800-422-4133, two working days before you dig. I.D. # _____

APPLICANT'S INFORMATION		Private Development <input type="checkbox"/> Utility <input type="checkbox"/> City Project <input type="checkbox"/>	
Site Address/Location:		Permit Number: _____	
Tract/Parcel Number:		Date application received: _____	
Scope of Work:		Fee: _____ Receipt Number: _____	
Valuation:		Cash Deposit or Surety Bond: Required <input type="checkbox"/> Not Required <input type="checkbox"/>	
Prime Contractor (Applicant):		Amount of deposit: \$ _____ Date Received: _____	
Address:		Refundable: Yes <input type="checkbox"/> No <input type="checkbox"/> Date Returned: _____	
Phone Number: _____		Permit Effective Date: _____	
Emergency phone number: _____		Permit Expiration Date: _____	
Email address: _____		Insurance Policy Number: _____	
Contractors State License Number (Class A, C-8, or C-36 required; License shall be presented with this application):		Expiration Date: _____	
City of Beaumont Business License Number:		Certificate provided and on file <input type="checkbox"/>	
Subcontractor (attach additional sheets if more than one):		Field Inspector Assigned: _____	
Address:		Phone Number: _____	
Phone Number: _____		The following approved documents are a part of this permit:	
Emergency phone number: _____		Plans: _____	
Subcontractor's State License Number:		Other: _____	
I hereby acknowledge and agree that: (1) I have read and understand this permit and the incorporated General and Special Provisions; (2) the information contained herein is true and correct; (3) I will comply with all City Ordinances, Standard Specifications and the terms, conditions and restrictions of this permit; and (4) I will promptly reimburse the City for expenses resulting from work performed by City forces or City contractors in correcting or repairing incomplete work and unsafe conditions. Permission is hereby granted to the City and/or its agents to enter upon the project site to perform emergency work when necessary or to ensure compliance with the permit.		Special conditions of this permit:	
I declare under the penalty of perjury that the foregoing is true and correct.		Required and Attached <input type="checkbox"/> Not required <input type="checkbox"/>	
X _____		Detour/Traffic Control Plans:	
Applicant shall notify City of Beaumont Public Works Department 48 hours prior to the start of work. (951) 769-8522		Required <input type="checkbox"/> Not Required <input type="checkbox"/> Approved <input type="checkbox"/>	
		This form, when properly validated by signature, is a permit to do the work or acts described.	
		Inspector Signature _____	
		Beaumont City Engineer _____	
		Note: The Permittee shall not start any work prior to contacting the Field Inspector assigned and scheduling a pre-construction meeting; at which time the permit will be activated. Failure to contact the inspector will result in forfeiture of fees paid for this permit. The submittal of a new Encroachment Permit application and associated fees will be required.	
		Work Completed:	
		Date: _____ Field Inspector Signature: _____	



TRAFFIC CONTROL INFORMATION

A Traffic Control Plan (TCP) shall be required for all work performed within the public right-of-way where traffic will be disrupted. Each TCP shall be developed pursuant to this Information sheet and the “California Joint Utility Traffic Control Manual”, “Manual on Uniform Traffic Control Devices”(MUTCD) and the “ Standard Specifications for Public Works Construction”.

Data to be included on a TCP will vary depending upon the complexity of the project, the volume of traffic affected and the roadway geometrics where the construction is being performed. The TCP shall clearly depict the exact sequence of the construction operation(s), the construction to be performed and the traveled way that will be utilized by all movements of traffic during each phase of construction. Multiple phases of construction will require a separate TCP for each different construction phase or operation.

The checklist, below, should be used as a guide to ensure that all of the basic elements are included in the TCP. This will help expedite the plan review process. A TCP that does not include each of the appropriate elements listed below will be deemed incomplete and returned for revision and re-submittal. Each TCP shall be developed specific to the actual construction work zone location and include on the plan a description of the work to be performed using that particular TCP.

TRAFFIC CONTROL PLAN CHECKLIST

- ☐ TCP shall be drawn on 11” x 17” sheets with a wet stamp and signature of a professional Traffic Engineer licensed in California, unless otherwise authorized by the City.
- ☐ Indicate Contactor’s name, address and telephone number. Include name and telephone number of the 24-hour contact person representing the Contractor.
- ☐ Indicate north arrow and scale or “Not to Scale” (NTS).
- ☐ Show all nearby streets with street names to assure proper orientation.
- ☐ Show existing traffic signals and existing regulatory signs, as applicable.
- ☐ Show existing striping, pavement markings, painted crosswalks and bike lanes.
- ☐ Show existing curbs, gutters, sidewalks, manholes, driveways and intersections in the construction work zone, including areas affected by taper transition.
- ☐ Indicate total roadway widths. Dimension existing striping from edges of pavement.
- ☐ Indicated posted speed limits.
- ☐ Show location and dimensions of the construction work zone.
- ☐ Show staging area and materials storage area, as appropriate.
- ☐ Indicate locations of construction signs, as appropriate.
- ☐ Label all taper lengths and widths, delineator spacing and sign spacing.
- ☐ Road closures will require approval from the City.
- ☐ Use a legend to define all symbols and designate them with CALTRANS nomenclature.
- ☐ Show all parking restriction zones and signs, as appropriate.

- ☐ Signs and barricades will be required to direct pedestrians through or around the construction work zone and shall be shown on the TCP.
- ☐ Indicate on the plan the duration of the construction work and subsequent traffic control.

GENERAL REQUIREMENTS REGARDING TRAFFIC CONTROL

1. The City of Beaumont Engineer, or his representative, has the authority to revoke the Encroachment Permit, without prior notice or hearing and at his sole discretion, should the Permittee fail to ensure public safety and/or to maintain traffic control devices.
2. Traffic control devices shall not be placed in the right-of-way prior to the issuance of an approved Encroachment Permit and approved Traffic Control Plan.
3. Deviations in the actual placement of traffic control devices relative to the approved Traffic Control Plan are prohibited. Changes shall be submitted, in writing, to the City and approved prior to implementation.
4. Work hours shall be restricted between 7:00 a.m. to 5:00 p.m. Monday through Friday unless approved otherwise.
5. A minimum of twelve foot (12') travel lanes shall be maintained unless otherwise approved by the City.
6. Temporary "NO PARKING" signs shall be posted 72 hours prior to commencing work which indicate the day(s) of the week and hours of the day that the work is to be performed.
7. All warning signs and safety devices shall conform to the requirements contained in the current California manual on "Uniformed Traffic Control Devices for Streets & Highways".
8. All workers shall be equipped with a reflective safety vest. All flaggers shall also be equipped with a hard hat, C28 "Stop/Slow" paddle, and shall be trained in the proper fundamentals of flagging traffic.
9. Traffic control devices are to be placed by a person trained in traffic control and are to be checked, and maintained as necessary, periodically throughout the day.
10. Pedestrian controls shall be provided as shown on the plans.
11. Access to driveways shall be maintained at all times unless other arrangements are made and previously approved by the City.

12. All night work shall require written approval by the City Engineer. Lane closures, road detours, road closures, and traffic signal modifications associated with overnight construction activities shall require warning signs to be placed at least one week in advance of the start of construction.
13. A flashing arrow board shall be required on all arterial street lane closures.
14. All traffic control devices shall be removed from view when not in use.
15. All striping removed or damaged shall be replaced by the Contractor within 24 hours (or replaced with temporary tape).
16. Trenches must be backfilled or plated during non-working hours. Where steel plates are used, an asphalt ramp and signage denoting 'steel plate ahead' for oncoming traffic shall be provided by Permittee.



ENCROACHMENT PERMIT GENERAL PROVISIONS

1. **ACCEPTANCE OF PROVISIONS:** By accepting this Encroachment Permit, the Permittee accepts agrees to abide by all conditions and provisions contained herein.
2. **INDEMNIFICATION:** By accepting this Encroachment Permit, the Permittee agrees, to the fullest extent permitted by law, to indemnify, defend and hold harmless the City and its officers, employees and agents from and against any and all liabilities, claims, actions, causes of action, proceedings, suits, administrative proceedings, damages, fines, penalties, judgments, orders, liens, levies, costs and expenses, of whatever kind or nature, including reasonable attorneys' fees and disbursements arising out of any property damage, personal injury, death, or violation, or claim of violation of any provision of this Permit (including, without limitation, the California Regional Water Quality Control Board, Santa Ana Region, Storm Water NPDES Permit R8-2010-0033), which the City might suffer, incur, or become the subject of by reason of or occurring as a result of or allegedly caused by the work authorized by this Permit.
3. **NO PRECEDENT ESTABLISHED:** The issuance of this Permit shall not constitute any precedent on the question of the expediency of permitting any certain kind of encroachment.
4. **TRAFFIC CONTROL PLAN:** A Traffic Control Plan (TCP) shall be required for all work performed within the public right-of-way where pedestrian and/or vehicular traffic will be affected.
5. **MANDATORY PRE-CONSTRUCTION MEETING:** No work shall start until the Permittee has attended a mandatory pre-construction meeting with the Field Inspector. It is the Permittee's responsibility to schedule this meeting and shall submit to the Field Inspector a construction schedule of the work to be done. Failure to submit a construction schedule will delay start of work.

Should the City of Beaumont find work in progress prior to the mandatory pre-construction meeting, work shall be stopped for a period not less than the remainder of the working day.

6. **HOURS OF WORK:** Hours of work are restricted to Monday through Friday between 7 a.m. and 5 p.m. or as otherwise indicated on the approved permit or traffic control plans. No work in the public right-of-way is permitted on Saturdays, Sundays or City-recognized holidays without written consent from the City Engineer.
7. **SATISFACTION OF CITY:** All the work shall be done subject to the satisfaction of the City.

8. **KEEP PERMIT AT WORK SITE:** This Permit and associated construction and traffic control plans shall be kept at the site of the work and shall be shown to any representative of the City or any Law Enforcement Officer on demand.
9. **PERMITS FROM OTHER AGENCIES:** The party or parties to whom this Permit is issued, shall, whenever required by law, secure the written order or consent to any work hereunder from all other agencies having jurisdiction, and this Permit shall be deemed suspended unless and until such order or consent is obtained.
10. **INSURANCE:** The Permittee shall provide proof of the required insurance and maintain the insurance in full force and effect while operating under the permit. The insurance policy shall include coverage for bodily injury, death and property damage. The general liability policy shall name the City as an additional insured. Failure to provide or maintain insurance shall be considered a material breach of the conditions of this permit and shall promptly render the permit null and void without prior notice.
11. **SURETY BOND OR CASH DEPOSIT:** The City may request a Surety Bond or Cash Deposit in an amount up to the value of the work to be performed; the amount shall be determined by the Building Official on a case-by-case basis. The Surety Bond shall be on file with the City prior to beginning work. Cancellation or expiration of the Bond will immediately void this Permit.
12. **HEALTH AND SAFETY CORRECTIVE MEASURES:** The Permittee agrees that if the City determines there is inadequate barricading, traffic control signs and/or dust alleviating methods, and the Permittee or his authorized agent cannot be located, then the City has the right to order the proper corrective measures to be taken at the Permittee's expense.
13. **OTHER CORRECTIVE MEASURES:** The Permittee agrees that if the City determines there is a need to correct or repair inadequate work, and the Permittee or agent cannot be located, then the City has the right to order the proper corrective measures be taken at the Permittee's expense.
14. **STANDARDS OF CONSTRUCTION:** All work shall conform to 'County of Riverside Road Improvement Standards and Specifications (Ordinance 461)', and Standard Specification for Public Works Construction (Greenbook, latest edition).
15. **STORAGE OF MATERIAL:** No material shall be stored within ten feet (10') of the edge of the pavement or traveled way.
16. **DRAINAGE:** If the work interferes with the existing drainage, ample provision shall be made by the Permittee to provide for and accommodate it. Plan submittal *may* be required.

17. **TUNNELING:** No tunneling will be permitted unless approved, in writing, by the City Engineer or his representative.
18. **DEPTH OF PIPES:** There shall be a minimum of thirty-six inches (36") of cover over all pipe and conduit.
19. **PRESERVE SURFACING MATERIAL:** Whenever a gravel or crushed rock surface is trenched, such material shall be placed to one side and when backfilling is started, the rock material shall be replaced to its original position.
20. **TEMPORARY SIDEWALK REMOVAL:** Whenever a sidewalk is removed, dry, granular material shall be maintained smooth within the removal area and either brought to the original grade or smoothly ramped at each end of the excavation. Barricades with flashing beacons shall be installed as necessary to warn pedestrians. Removed areas of sidewalk shall be promptly and expeditiously restored.
21. **SHORING PLANS:** Where work to be done exceeds any excavation or trenching of five feet (5') or greater in depth, the Permittee shall submit a detailed plan of shoring, bracing or sloping to be used which has been prepared by a Registered Civil Engineer.
22. **SECURING WORK SITE:** All open trenches within the improved area shall be backfilled, compacted and temporary repairs made to the surfacing before leaving the job site at the end of each work day. In situations where steel plates are used, an asphalt ramp and signage denoting 'steel plate ahead' for oncoming traffic shall be provided by Permittee.
23. **COMPACTION:** All utility trenches located in paved areas shall be backfilled and compacted to 95% relative compaction. Where the area is not a paved, 90% relative compaction is required. The Permittee shall provide the results of compaction tests taken at locations specified by the City Field Inspector and in his presence.
24. **COMPACTION TEST FEES:** Permittee agrees to pay laboratory costs in connection with the necessary tests as may be required to determine the quality of the materials used and/ or in place compaction.
25. **OVERHEAD CABLES:** All overhead cables installed shall conform to "Rules for Overhead Electrical Line Construction, General Order No. 95, of the Public Utilities Commission".
26. **POLES/ANCHORS:** The poles/anchors shall be located at the back of the street sidewalk unless otherwise specified, clear of traveled ways, drainage channels and/or areas maintained by power equipment.

27. **CLEAN UP RIGHT-OF-WAY:** Upon completion of the work, the right-of-way shall be cleaned up and restored to its original conditions. All construction debris shall be removed from the site and disposed of in a lawful manner. The Permittee shall remove all mark-out paint. The method of paint removal shall not damage or alter the texture of the surface of the improvement from which the paint is removed.
28. **SUBMIT AS BUILT PLANS:** Upon completion of underground or surface work of consequence, the Permittee shall furnish a detailed and dimensioned "as-built" plan to the City showing location and details of construction.
29. **FUTURE RELOCATION OF INSTALLATION:** The Permittee acknowledges and agrees that, when requested by the City, the Permittee shall promptly move and relocate all installations, at its sole cost and expense, whenever construction, reconstruction or maintenance work on the street requires it.