



ENCROACHMENT PERMIT APPLICATION

Required To Be Submitted For Any Work Within A District Easement
Or To Access/Modify A District MH/Main/Structure

PROJECT INFORMATION

Date Submitted _____

Project Name _____

Site Addresses/Location/Limits _____

City _____ ZIP _____

Client/Owner _____ Job Ref. No. _____

Contractor Co./Applicant _____ Phone _____

Address _____ City _____ State _____ ZIP _____

License No. _____ License Class: * A, B, C21, C34, C36, C36 & C12, C42, _____

Contact Name _____ Phone _____

Contact Email _____ Cell Phone _____

Manager Name _____ Phone _____

Manager Email _____ Cell Phone _____

TYPE OF WORK (Check all that apply)

- Work on District MH(s)/Mains
- Open Trench Crossing District Main
- Work in District Easement (describe)
- Utility Locating (Pothole)
- Pre-CCTV/Video Pipe Inspection
- Bore Crossing (indicate type below)
- Work Near District Force Main (describe)
- Other/Additional Info:
- Post-CCTV/Video Pipe Inspection
- PG&E Gas Crossbore
- Utility Survey

PURPOSE OF WORK _____

ANSWER THE FOLLOWING QUESTIONS:

- Do you have a City Business License where the work will occur? Yes No
- Do you have a City Building Permit for this project? Permit No. _____ Yes No N/A
- Is work in a public ROW? City Encroachment/TC Permit No. _____ Yes No N/A
- Target date to start: _____ Duration: _____

STANDARD REQUIREMENTS & RESTRICTIONS

- Submit maps or plans showing locations & limits of work. District reviewer confirms submittal of maps/plans
- Notify District of work as follows: Min. of 2 working days prior to starting or resuming work; Min. 1 week if coordinating with District crew; When work is completed; When permit should be closed & deposit refunded.
- Only District crews may perform Hydrojetting/Flushing of District sewer mains.** Contractor shall notify the District of need for District crew, coordinate work with the District and provide all traffic control for District crews and equipment. Contractor must sign a Work Order if no T&M deposit has been paid. Note that District crew availability varies and may take up to 1 week after request before they can be on-site.

* Excavation ≥ 5' deep &/or construction work in public ROW requires A, C34, C42, or C36 with C12 licensure.

I hereby certify that to the best of my knowledge the above information is true and correct, and agree to pay the required fees as determined by the District. I understand and will comply with the District's requirements and restrictions.

Applicant: (Signature) _____ Date: _____

District Notes/Special Requirements

- A current Certificate of Insurance is on-file with USD with required min. Commercial G.L. of \$___M/\$___M.
- Encroachment Agreement required. * Permit Holder's Deposit of \$_____ required, or CD on file*

Notes: _____

By: _____ District PTS Project No.: _____ Permit Date: _____