



Contra Costa County  
Public Works  
Department

Construction Inspector: \_\_\_\_\_

Permit No.: \_\_\_\_\_  
Road No.: \_\_\_\_\_  
Area: \_\_\_\_\_  
TBM: \_\_\_\_\_  
USA No.: \_\_\_\_\_  
Fed Tax ID No.: \_\_\_\_\_

APPLICATION AND PERMIT CENTER

Work Order/Job # \_\_\_\_\_

**ENCROACHMENT PERMIT**

Rev 12/29/20

For Office Use Only

Type of Encroachment Permit:  Small  Large  Utility County Project/W.O. \_\_\_\_\_ Permit Violation   
Permit Fee \$ \_\_\_\_\_ Inspection Fee \$ \_\_\_\_\_ Cash Bond \$ \_\_\_\_\_ Receipt No.: G- \_\_\_\_\_

Permit to do work in accordance with Title 10 of the Ordinance Code of Contra Costa County, County Standard Plans and Specifications, and any Special Requirements shown or listed herein. **Read both sides of this Permit and all the attachments carefully. Keep this Permit at the work site.**

**Permittee:** \_\_\_\_\_ **Contractor:** \_\_\_\_\_  
**Address:** \_\_\_\_\_ **Address:** \_\_\_\_\_ Contractors License # \_\_\_\_\_  
**City/State/Zip:** \_\_\_\_\_ **City/State/Zip:** \_\_\_\_\_  
**Contact Person:** \_\_\_\_\_ **Telephone No.:** \_\_\_\_\_ **Fax No.:** \_\_\_\_\_  
**Email Address:** \_\_\_\_\_ **Cell Phone No.:** \_\_\_\_\_

**Expiration Date:** All work described in this permit, including finish paving, shall be completed on \_\_\_\_\_  
If all work covered by this permit, including finish paving is not completed by this date, you must acquire a new permit.

**Permitted Activity:** Excavate Curb, Gutter, Sidewalk\*  Yes  No Excavate AC Pavement\*  Yes  No

**Emergency Contact Person:** \_\_\_\_\_ **Telephone No.:** \_\_\_\_\_

\*Excavation Permits Require An Emergency Contact Available 24/7. **PERMITS FOR EXCAVATION REQUIRE A CURRENT USA NUMBER.**

**Start Date:** \_\_\_\_\_ **Projected Completion Date:** \_\_\_\_\_

\*Permit applications with more than 30 calendar days between the start and completion date must be accompanied by a detailed construction schedule

**Site Address:** \_\_\_\_\_ **APN:** \_\_\_\_\_

**Latitude:** \_\_\_\_\_ **Longitude:** \_\_\_\_\_

**Items Attached or Referred to Herein and Made Part Hereof:**

General Permit Conditions Attachment \_\_\_\_\_ ;  Special Road Encroachment Permit Conditions;  Preserving Survey Monumentation;

The Permittee agrees to save, indemnify and hold harmless the County of Contra Costa, its officers, employees and agents from all liabilities imposed by law by reason of injury to or death of any person(s) or damage to property, including without limitation liability for trespass, nuisance or inverse condemnation, which may arise out of the work covered by this permit and does agree to defend the County, its officers, employees and agents against any claim or action asserting such a liability. Accepting this permit or starting any work hereunder shall constitute acceptance and agreement to all of the conditions and requirements of this permit and the ordinance and specifications authorizing issuance of such permit.

**Signature of Permittee:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

By: \_\_\_\_\_ Date: \_\_\_\_\_

Robert B. Hendry III, Senior Engineering Technician

For: Brian M. Balbas, Public Works Director, Contra Costa County

Work Completed  
 Expired Inspector: \_\_\_\_\_ Date: \_\_\_\_\_  
 APPLY PENALTY – No Inspection Requested

**Date:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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"Accredited by the American Public Works Association"

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www.cccpublicworks.org

## STANDARD ROAD ENCROACHMENT PERMIT CONDITIONS

### I. GENERAL INSTRUCTIONS

- ALL WORK MUST BE INSPECTED. ARRANGE** for an **INSPECTION** by phoning \_\_\_\_\_ or email \_\_\_\_\_ *at least* two working days before you begin work. If you cannot reach the inspector contact the construction office at (925) 313-2320. **WORK DONE WITHOUT NOTIFICATION IS SUBJECT TO REJECTION AND/OR A PENALTY OF \$100.** Work done without inspection may have to be removed and be reconstructed. You must schedule a **FINAL INSPECTION** by phoning your inspector. **Refunds of deposits and/or bonds** will be processed **90 days** from the date the permit was signed off by the Public Works Construction Inspector. A signed off permit from another permitting agency or utility company does not guarantee the work performed under this permit has been completed satisfactorily.
- PROTECTION** - Provide and maintain enough barricades, lights, signs, cones, flaggers and other safety measures to protect the public, in accordance with the current California Manual on Uniform Traffic Control Devices.
- TRAFFIC** - A County road may not be closed to public traffic without the approval of the Board of Supervisors. Unless noted otherwise in attached General or Special Road Encroachment Permit Conditions, keep a minimum of one 10' wide traffic lane open to traffic while working; at all other times, two 10' wide lanes shall be open.
- STANDARDS** - Work shall be in accordance with the latest edition of Caltrans Standard Specifications and Plans and County Standard Specifications and Plans.
- UTILITIES** - Utility relocations are the responsibility of the permittee.
- UNDERGROUND SERVICE ALERT (USA)** - Must be contacted prior to excavating in a County road right of way. Telephone 811. Any work found in progress without a valid USA number will be shut down and the roadway cleared. All USA and/or temporary survey pavement markings shall be removed by the permittee at the completion of work to the satisfaction of the County Public Works construction inspector.
- SURVEY MONUMENTS SHALL BE PROTECTED.** Any survey monuments removed, or disturbed, shall be replaced using surveying practices acceptable to the County Surveyor, who can be contacted at (925) 313-2343.
- FIELD CHANGES** – Any modification due to field conditions must be approved by the inspector.
- IF WORK is performed **without a permit**, the fee shall be **double** the amount per fee schedule or a **minimum** of \$300. All work performed *without* a permit is subject to removal and/or reinstallation.
- STAFF CHARGES** – Permittee is responsible for all staff charges associated with the permit. Any exceptions must be resolved before the permit is issued. Permits will not be signed off as complete until all the review and inspection charges are paid in full.

### II. SPECIAL REQUIREMENTS - DRIVEWAYS (DRIVEWAY SHALL BE CONSTRUCTED FROM EDGE OF PAVEMENT TO PROPERTY LINE)

- Minimum driveway construction shall consist of 2" of asphalt pavement on 6" of Class 2 Aggregate Base. Concrete driveways within the County road right of way shall consist of a minimum of 6" of Class 3 concrete over 3" of Class 2 Aggregate Base. The driveway is to be sloped to prevent storm water runoff to flow onto the County road and shall not interfere with roadside drainage or cause erosion or deposition of silt.
- The driveway location shall comply with County Standard Plan No. CA70, shall not interfere with a legal encroachment or create a hazard or nuisance, and shall be spaced to make maximum street parking available.
- The top elevation of driveway 5' behind curb is to be .60' or 7 1/4" higher than the flow line of the gutter.
- The driveway elevation at the property line shall be within 1' of the elevation of the near shoulder and shall merge with the shoulder to preserve the roadbed section.
- If existing driveway depression is not used, it shall be completely removed (curb, gutter and sidewalk) by saw cut at next nearest expansion joint or score mark and replaced with concrete to conform to adjacent improvements - form board to be used at gutter lip and the pavement restored with asphalt concrete. Sidewalk and curb which is replaced shall be doweled. (See County Standard Plan No. CA 74)
- Existing curb and gutter, or curb, gutter and sidewalk shall be removed for full width of driveway with saw cut at next nearest expansion joint or score mark. (See County Standard Plan No. CA 70) A form board must be used at the gutter lip and the pavement restored with asphalt concrete. The new sidewalk and curb shall be doweled. (See County Standard Plan No. CA 74)
- Where driveways connect to County roads without curbs, shape a valley gutter across the driveway. The flow line shall match the flow line of existing roadside ditch.
- Install a culvert for full width of driveway. This culvert is to be laid to the flow line grade of existing roadside ditch. The minimum culvert diameter is 18".
- Driveway grade breaks shall comply with County Standards (See County Standard Plan No. CA 20)
- All broken curbs, gutters and sidewalks shall be completely removed by saw cut at nearest expansion joint or score mark and replaced to true grade and cross-section. The new curb and sidewalk shall be doweled. (See County Standard Plan No. CA 74)

### III. SPECIAL REQUIREMENTS - STREET CUTS (See County Standard Specifications for Detailed Requirements).

- TRENCH EXCAVATION** – Trench excavation and backfill requirements shall follow County Standard Plan No. CU01. Prior to the start of the work covered under this encroachment permit:
  - Any deviation proposed from the backfill material or asphalt concrete specified on the Standard Plan shall be approved by the Public Works Department's construction inspector.
  - Any deviation proposed from the trench excavation specified on the Standard Plan shall be approved by the Public Works Department's construction inspector.
- The Permittee shall not excavate trenches in advance of pipe placement. No more trench shall be excavated than can be finished, including pipe placement, backfill and temporary paving on the same day. Shoring shall comply with current CAL-OSHA safety orders.
- For trench backfill in other road right-of-way areas, the trench backfill shall consist of existing material or suitable backfill material as approved by the inspector. The trench backfill shall have a minimum relative compaction of 90 percent.

**No jetting is allowed under any paved roadway or within a distance of 4' from the edge of existing pavement.** Backfill shall be compacted by impact, vibration or any combination of these. Jetting will be allowed only when more than four feet from the pavement and when the backfill and trench are suitable for jetting and shall be supplemented with mechanical compaction to obtain required relative compaction.

- TEMPORARY PAVING** - Temporary paving (or permanent paving) shall be placed at the end of each work day and shall have a minimum thickness of 1.5" of 1/2-inch, Type A asphalt concrete. The permittee shall maintain the temporary trench paving until the permanent paving is performed.

### IV. SPECIAL REQUIREMENTS - SIDEWALK DRAINS

- Install a 3" inside diameter non-corrosive pipe through curb or through curb and sidewalk. One panel of sidewalk, curb and gutter, or where there is no sidewalk, 1' of curb only (don't remove gutter) to be removed by a saw cut. Pipe flow line shall match gutter flow line, and pipe shall be cut off flush with face of curb. Sidewalk concrete shall encase pipe in 3" concrete jacket. Replace curb, gutter, sidewalk and pavement to match adjacent improvements. (See County Standard Plan No. CD06)