



PUBLIC WORKS AND ENGINEERING

Encroachment Permit

City of Stanton | 7800 Katella Avenue, Stanton, CA 90680 | StantonCA.gov

ENCROACHMENT PERMIT APPLICATION REQUIREMENTS

Job Site Address: _____

Contractor Name: _____

Telephone Number: _____

Email: _____

Please provide the following documents upon submitting an application for the Public Works Encroachment Permit.

CHECK LIST

- Plans, sketch, and or photos of location of proposed work and details if necessary.
- A valid applicable contractor license. A copy of pocket license is acceptable.
- A copy of valid Insurance. City of Stanton and its officers, employees, and agents must be additionally insured under the Insurance. Contractor shall maintain limits no less than:
 - General Liability: \$1,000,000 per occurrence and \$2,000,000 general aggregate for bodily injury, personal injury, and property damage.
 - Automobile Liability: \$1,000,000 per accident for bodily injury and property damage.
 - Workers' Compensation and Employer's Liability: Workers' compensation limits as required by the Labor Code of the State of California. Employer's Liability limits of \$1,000,000 each accident, policy limit bodily injury or disease, and each employee bodily injury or disease.
- A City of Stanton Business License.
- A completed City of Stanton Public Works Encroachment Permit ([Attached below](#))
- A Traffic Control Plan, if work is to be done on arterial highways. Traffic control on collector and residential streets must be compliant with W.A.T.C.H. Manual.

The checklist, permit application, and all associated documents can be submitted electronically via email at PublicWorks@StantonCA.gov or hard copies can be dropped off at City Hall. If you have any questions or to set up an inspection, please contact the Inspection Hotline at **(657) 295-0919**.

City of Stanton
Department of Public Works

Project Start Date: _____

PERMIT NO. _____

Project End Date: _____

APPLICATION FOR: (Mark all that apply)

- EXCAVATION PERMIT
- STREETS AND SIDEWALKS PERMIT
- STRUCTURES IN STREETS PERMIT
- STREET LIGHTS AND POLES PERMIT
- TRAFFIC CONTROL

****ANY/ALL SUBCONTRACTORS MUST HAVE A VALID CITY OF STANTON BUSINESS LICENSE ****

*****WHEN CALLING FOR INSPECTION, PLEASE GIVE PERMIT NUMBER*****

SUBCONTRACTOR:
BUSINESS LICENSE: YES _____ NO _____

LICENSE NUMBER: _____

LOCATION: _____

DESCRIPTION OF WORK: _____

NAME _____
(PLEASE PRINT (Name of Person, Firm, or Corporation for whom Application is made))

CITY BUSINESS LICENSE NO. _____

Hereby makes application to perform the following described work.

NO SKETCH, PICTURE OR PLAN IS SUBMITTED:

SEE ATTACHED SKETCH PLANS CONSISTING OF _____ SHEETS

***NOTE: ALL UTILITY MARKINGS MUST BE DONE WITH CHALK PAINT ONLY. THE PERMITTEE WILL BE REQUIRED TO PRESSURE WASH OFF ALL UTILITY MARKINGS AT THE COMPLETION OF THE PROJECT IN A MANNER ACCEPTABLE TO THE CITY. BLACK PAINT IS NOT ACCEPTABLE.**

INSTALLATION	LENGTH	WIDTH	DESCRIPTION (TYPE OF SURFACE, DEPTH)	INSPECTION DATE	APV.
DRIVEWAY(Residential/Commercial)					
CURB ONLY					
CURB AND GUTTER					
CROSS GUTTER					
STORM DRAIN					
SIDE WALK					
PAVEMENT					
EXCAVATION					
TRAFFIC CONTROL					
OTHER (please specify)					

Fees: _____

CITY STAFF USE ONLY

ADDITIONAL COMMENTS:

Call the inspection line (657-295-0919) 48 hours in advance before starting work and/or traffic control

APPROVED _____ Date _____

Department of Public Works - Engineering Division

In consideration of the granting of this permit it is further agreed by the applicant that the City of Stanton and any Officer or Employee here of shall be saved 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 of the work undertaken under the terms of this application and the permit or permits which may be granted in response, thereto, and that all of said liabilities are hereby assumed by the Applicant. I hereby acknowledge that I have read this application and state that the above is correct and agree to comply with all ordinances and State laws regulating building construction. I hereby certify that I am properly registered with and/or licensed as required by the City of Stanton and/or State of California or that I am the legal owner of the above described property, and I certify that in the performance of the work for which this permit is issued shall not employ any person in violation of the workmen's compensation laws of the State of California. "I certify that in the performance of the work for which this permit is issued, I shall not employ any person in any manner so as to become subject to the workmen's compensation laws of California."

SIGNED _____ PHONE NO. _____

MAILING ADDRESS _____ CITY _____

E-MAIL _____

THIS APPLICATION BECOMES A PERMIT WHEN APPROVED

NOTE: The application shall make all necessary arrangements and be responsible for the moving of poles, fire hydrants, and other surface and subsurface objects.

INSPECTION IS REQUIRED

Call the Department of Public Works - Division of Engineering no later than noon on the day prior to the day on which you plan to do the work at (657) 295-0919. No inspections on Fridays and weekends. This permit must be on the job site at all times.



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STANDARD CONDITIONS OF APPROVAL

1. A contractor is required to submit to the City a valid certificate of Workman's Compensation insurance prior to the issuance of a Public Works Permit.
2. All contractors performing work in the City will be required to have a business license prior to the issuance of a Public Works Permit.
3. Encroachment Permits will be valid for **6 months** after approval. A **3 month** extension can be requested at the discretion of the City Engineer/City Inspector prior to the permit expiration. If the permit is not closed prior to expiration, Permittee must apply for a new permit.
4. Work hours shall be Monday through Thursday, 8:00 AM to 4:00 PM, except for arterial highways where work hours shall be 9:00 AM-3:00 PM, unless otherwise approved by the City.
 - a. Permittees can schedule work and request an inspection outside of normal working hours; however, extra fees will apply. **The fee is \$533.48 per inspection. The Permittee must submit an After Hours Inspection Request Form and notify the City at least 48 hours prior for work done outside normal working hours.**
5. The Permittee must call the Inspection Line to schedule inspection of work at least 48 hours prior to the start of work at **(657) 295-0919**.
 - a. Items requiring inspection include but are not limited to the following: traffic control, excavation backfilling, temporary resurfacing, and permanent paving including curbs and gutters.
 - b. A copy of the encroachment permit shall be kept at the site of work and made available to any law enforcement or Public Works staff on demand.
6. No storage of equipment and/or materials in the public right-of-way. Also, no storage of vehicles/equipment/materials is permitted on any City streets overnight.
7. The Permittee is responsible for taking photographs of all pre-existing conditions and all signage and traffic control placed in the public right-of-way.
8. The Permittee will protect in place all existing facilities in the project area and be responsible for repairing them to match the existing conditions.
9. Any damage to concrete improvements shall be removed and replaced joint-to-joint at the direction of the City inspector.
10. A site-specific Traffic Control Plan shall be submitted and approved by the City for work on arterial highways. Traffic Control on collector and residential streets must be compliant with the latest W.A.T.C.H. Manual. In particular:
 - a. A minimum of one lane of traffic must be available in each direction at all times.
 - b. All driveways, ingress, and egress points must be left open during the course of the project, unless otherwise coordinated with the adjoining property owner.
 - c. Coordination with OCTA is required for any affected bus stops.
11. Permittee shall maintain storm water best management practices (BMP's) per the City's standards.
12. The Permittee is responsible for removing all graffiti that occurs in the project area during construction.
13. One public works permit will be issued for each scope of work performed at each job site at any one time. A job site is one city block as defined by the California Streets and Highway Code. Exceptions require approval from the City.
14. Additional permit conditions may be applicable at the discretion of the City Engineer and/or Public Works Inspector.
15. Hard copies of plans must be provided per City's request.
16. **The City Engineer and/or Public Works Inspector reserves the right to issue a Stop Work Order if the work is not per approved plan and/or BMPs are not implemented correctly.**
17. Restore **ALL** work per City Engineer and/or Public Works Inspector requirements. Final Inspection is required to close the permits and release all bonds.