



CITY OF HUGHSON
 BUILDING PERMIT APPLICATION
 7018 PINE STREET / PO BOX 9
 HUGHSON, CA 95326
 (209) 883-0811 FAX (209) 883-9725

Encroachment Permit

Required for all activities in the public right of way or public easements (H.M.C. Chapter 12.08.110) Including, but not limited streets, sidewalks, alleys, etc.

All Work Within the City Right of Way and All Connections to City Utility Services must be Applied for and Conducted by a Contractor Licensed by the State of California

Application: *Please print clearly and fill in all that apply*

(Check one)

Name: _____

_____ **Property Owner**

Address: _____

_____ **Tenant**

Phone No: _____ **Fax No:** _____

_____ **Contractor**

Property owner approval required (if applicant is tenant or contractor):

CA Contractor License Class/No. _____

(Class A Required for all underground utility work)

Activity/Project:

Encroachment purpose/type (select one):

1. Temporary Placement: _____ Debris box/Supplier[‡] _____ Other Objects in the Public Right of Way
 2. Improvement Construction: _____ Driveway _____ Sidewalk _____ Fence/Wall _____ Utility Line _____ Other _____
 3. Utility Connection: _____ Water _____ San. Sewer _____ Storm Drain _____ Other _____
 4. Banner Installation _____
- Engineers Estimated Cost of Work within the Public Right of Way (HMC 12.08.040 A.1) \$** _____
- Intended Start Date _____ Duration (calendar days) _____

[‡] Must be from City Permitted Industrial Waste Hauler.

I Attest That:

1. The information above is true and complete, to the best of my knowledge;
2. I have read, understand, and agree to abide by the City of Hughson Municipal Code 12.40;
3. I agree to indemnify the City of Hughson Municipal Improvement district (City/District), it's directors, officers, agents, employees and volunteers and hold them harmless from and against any and all loss, liability, expense, claims, costs, suits, and damages including attorneys' fees, arising out of the activities described in this application;
4. I agree to the standard conditions and any added special conditions of this permit, and will notify the City/District in timely manner to make all required inspections.

Print Name: _____ **Signature** _____ **Date** _____

*Submit **completed** application, along with required fees, bonds, evidence of insurance, and 3 copies of scaled drawings clearly showing the full scope of work activity to be completed to the Planning and Building Department. Review and approval time will generally depend upon the completeness and clarity of the application package. Incomplete Applications may be rejected.*

(FOR CITY USE ONLY)

Approval

Preliminary Application Fee: _____ \$50 non-refundable fee (contractors)
 _____ \$50 plus cost (utility companies)
 _____ \$25 non-refundable (debris box)

Inspection Deposit* _____ 3% of estimated costs or \$500 minimum

Banner Installation: _____ \$100 non-refundable fee and \$750 deposit

Insurance: _____ Commercial general liability
 _____ Automobile liability

How Paid:

Bond: 100% of Estimated Cost
 (public portion HMC 12.08.040 A.1) _____ Performance bond \$ _____ Cash \$ _____

Application Reviewed By: _____

Permit Approved By: _____

Date: _____

Permit No. _____

* Applicant is responsible to pay the full actual cost of Inspections and Administration of Encroachment Permit. Additional charges may be incurred based on the extent of work involved. Such additional costs as determined by the City will be deducted from the security deposit, or if necessary invoiced to the applicant.

Standard Conditions of Approval:

1. This permit constitutes an agreement between Permittee and City, whereby Permittee is allowed to perform certain approved activities within dedicated public area under the preview of the City.
2. **This permit is revocable at any time by the City Engineer.**
3. Permittee shall maintain all required insurance policies endorsements for the duration of the permitted work/activity.
4. Permittee shall comply with all applicable federal, state and local laws, codes, regulations and ordinances, including OSHA requirements for excavation safety, and MUTCD traffic controls.
5. Permittee shall provide **48 hours (2 working days) minimum** notice to City of the schedule for the work/activity for inspections, and comply with all requirements of the City for proper execution of the work/activity. Please contact the Public Works Department at (209) 883-4054 for inspections.

Special Conditions of Approval: _____

Inspections: (FOR CITY USE ONLY)

Required Inspections

Passed By*

Date

<input type="checkbox"/>	Pre-activity walk-through	_____	_____
<input type="checkbox"/>	Traffic Control Plan	_____	_____
<input type="checkbox"/>	Traffic Controls Maintained	_____	_____
<input type="checkbox"/>	Exposed utility line	_____	_____
<input type="checkbox"/>	Utility Connection, and/or testing	_____	_____
<input type="checkbox"/>	Sub-grade/backfill compaction	_____	_____
<input type="checkbox"/>	Aggregate base compaction	_____	_____
<input type="checkbox"/>	Forms/Rebar	_____	_____
<input type="checkbox"/>	Concrete mix, finish	_____	_____
<input type="checkbox"/>	Asphalt paving	_____	_____
<input type="checkbox"/>	Striping, Signage	_____	_____
<input type="checkbox"/>	Irrigation	_____	_____
<input type="checkbox"/>	Planting	_____	_____
<input type="checkbox"/>	Completion/Removal, Cleanup	_____	_____
<input type="checkbox"/>	Water System Disinfection	_____	_____
<input type="checkbox"/>	Final Inspection for acceptance or dedication	_____	_____
<input type="checkbox"/>			

* City's Authorized Inspector: _____
Print Name
Signature – All Work Accepted
Date

DEPOSITS WILL NOT BE RETURNED UNTIL ALL REQUIREMENTS HAVE BEEN APPROVED
And this page - signed off by the Inspector - accompanies a written request for reimbursement

Fees:

Non-utility:

\$50 Application fee, plus actual cost.*

(Requires an Inspection Deposit of 3% of the estimated construction cost with a \$500 minimum deposit will be renewed when it has reached 5% of the original required amount)

*Actual cost is the time and materials.
 Including all direct and indirect overhead

Utility (PUC-regulated):

\$50 Application fee plus:

- a. Unimproved areas:
\$0.10 per square foot
- b. Improved areas:
\$0.74 psf (1 to 500 sf)
\$0.50 psf (501+ sf)