City of Calistoga - **PERMITS**
1232 Washington Street
Calistoga, CA 94515
Phone: (707) 942-2827
Fax: (707) 942- 2831
Email: pworks@ci.calistoga.ca.us

Print Form

ENCROACHMENT PERMIT

Fill in the form and print. Then either scan & email or fax to the contact information.

Permit No.

Location of Work: _____ Applicant: _____

Work Description: _____

Estimated Start Date: _____ Estimated Completion Date: _____

Project Related to Building Permit? No If yes, Permit No. _____ Plans Attached? ☐ Site Plan ☐ Traffic Control ☐ Other ☐ None

Applicant Address: _____ Phone: _____ Fax: _____

Cell Phone: _____

Property Owner: _____ Email: _____

Applicant Is: ☐ Property Owner ☐ Agent of Property Owner ☒ Contractor ☐ Utility Company

Contractor State License No. _____ City Business License No. _____ Estimated Cost of Work in Public Right-of-Way _____

SPECIAL CONDITIONS

- A copy of this permit must be kept on site.
- Provide required traffic and pedestrian safety measures at all times.
- Where applicable, all work shall conform with City of Santa Rosa Construction Standards.
- All pertinent work shall comply with NPDES (National Pollution Discharge Elimination System) permit regulations per C.M.C. Section 19.
- Call Public Works 24 hours in advance for required "pre-pour" and post construction inspections at (707) 942-2828.
- All subcontractors associated with this permit working within the City limits are required to hold a Calistoga City Business License.

INSPECTION INFORMATION - FOR INSPECTIONS, CALL (707) 942-2828 - 24 hours in advance

When requesting inspection, please provide: Name, Permit #, Job Location, Type of Inspection, Date &Time of Inspection and Phone #.

I have read , understand, and agree with the Encroachment Permit rules and regulations as stated on Page Two of this permit. I further agree to comply with the City of Calistoga's Standard Plans, Standard Specifications, City ordinances, and any conditions attached to this permit.

Applicant Signature (typed): xx Date: xx

FEES: Software Recovery + $1.00 (SOF) **~ FOR CITY USE ONLY~**

Administrative Fee: $ 25.00

Inspection Fee: $_____ 5% of estimated cost of work in the Public Right-of-way ($_____)

TOTAL FEES: **$**_____ Cash ____Check #_____Credit Card_____Received by: _____

APPROVAL

Certificates/Endorsements on file with City: ____ Yes ____ No General Liability Expires: _____ Add'l Insured Endorsement Expires: _____
Worker's Comp Expires: _____ Homeowner's Ins. Expires: _____

Reviewed by: _____ Field reviewed by: _____ Approved by: _____

Date Approved: _____ Expires: _____

GENERAL CONDITIONS, RULES AND REGULATIONS

1. Applicant shall maintain a minimum of one (1) paved traffic lane open at all times during the construction work. Prior to any street closure, the applicant shall receive approval from the Public Works Department. It is the applicant's responsibility to notify the Police (942-2810) and Fire (942-2840) Departments of street and lane closures each day.

2. Barricades must be kept on all trenches, excavations and obstructions. Lights must be maintained at night. All signs, flags, lights and other warning and safety devices shall conform to the requirements set forth in the current "Manual of Warning Signs, Lights and Other Devices for Use in the Performance of Work Upon Highways" issued by the State of California Department of Transportation.

3. Failure to install barricades and lights will result in said devices being placed by the City to protect the public. Any such devices placed by the City will be billed to the applicant at $ 5.00 per barricade per day and $1.00 per light per day. Public Works labor will also be billed.

4. Access to fire hydrants shall be maintained at all times. Access to adjacent property shall be provided.

5. Refuse or unused materials shall be removed within three (3) days after completion of the work, or it may be removed by the City and the cost of removal billed to the applicant.

6. Existing drainage conditions must be provided for in every instance. Nothing contained herein shall be construed as relieving the Permittee of the responsibility. In addition, all work must comply with the National Pollution Discharge Elimination System (NPDES) permit regulations as outlined in the City's Municipal Code, Section 19.

7. Applicants must obtain any and all other permits required by other public or private agencies or individuals necessary in order to perform the intended work. If this provision is not met, this permit shall be null and void. It shall be the responsibility of the applicant to notify the utility companies before starting any construction which may involve their underground or overhead facilities and pay for any removal or relocation work necessary.

For any Digging, call in an UNDERGROUND SERVICE ALERT (USA) 1 - 800 - 227-2600

8. Applicant shall keep the public right-of-way clean and clear of building materials.

9. Applicant shall maintain all excavations in existing streets in a safe condition until the permanent paving is installed. Temporary paving shall be installed at the end of each work-day and the paved street area opened and available for traffic. Each side of the trench shall be cut to a neat line prior to the placement of the permanent pavement.

10. Work done under this permit shall be in accordance with the standard specifications of the Department of Public Works, State of California, Division of Highways, the City's Municipal Code and specifications, and the provisions enumerated herein.

11. The Permittee shall notify the Public Works Department three (3) days prior to the commencement of any work authorized by this permit.

12. Upon the completion of the work, the Permittee shall clean the public right-of-way of all rubbish, debris, trees, brush, excess material, temporary structures and equipment, and, the right-of-way shall be left in as presentable condition as before the work began.

13. The Permittee shall be responsible for repair of public facilities, necessitated by failures in the work performed, for a period of one (1) year from the date of acceptance by the City of Calistoga.

14. Call 24 hrs. in advance for required inspections at the Public Works Department: at (707) 942-2828.

15. To obtain a Calistoga Business License Application call (707) 942-2754.

INDEMNIFICATION

The Permittee agrees to save, indemnify and hold harmless the City of Calistoga or its representatives from all liabilities imposed by law by reason of injury to or death of any person or persons or damage to property which may arise out of the work covered by this permit and does agree to defend the City in any claim or action asserting such liability. Accepting this permit or starting any work heretofore, 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. The Permittee is responsible for adhering to the Special Conditions on Page One and General Conditions, Rules and Regulations on Page Two. In addition upon Permittee's signature, any and all insurances of the Permittee, with a Blanket Additional Insured separate endorsement, secures this as an agreement releasing the City of Calistoga of any and all liability with any work performed under this permit.