

eCAPS #	MINOR ENCROACHMENT PERMIT APPLICATION CONSTRUCTION	Permit # ENC
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O W N E R	NAME / POINT OF CONTACT	PHONE	EMAIL		
	BUSINESS NAME				JOB NO. / WORK ORDER NO.
	MAILING STREET ADDRESS		CITY	STATE	ZIP

C O N T R A C T O R	BUSINESS NAME				LICENSE NO.
	MAILING STREET ADDRESS		CITY	STATE	ZIP
	CONTRACTOR POINT OF CONTACT	PHONE	EMAIL		

S I T E	LOCATION OF WORK		EXAMPLES: - 1234 MAIN ST, SACRAMENTO, CA 95814 - MAIN ST BETW 1 ST ST AND 4 TH ST - BOUND BY 10 TH ST, 14 TH ST, U ST AND X ST		
	START DATE (APPROXIMATE)	# OF WORKING DAYS IN PUBLIC ROW	NOTE: BE AS ACCURATE AS POSSIBLE. THIS IS USED TO INVOICE FOR EXPECTED INSPECTION HOURS. DO NOT USE GENERAL 30/60/90 DAYS.		
	GENERAL DESCRIPTION OF WORK (EXAMPLE: NEW WATER & SEWER TAP, INSTALL ALLEYWAY SIGNS, TRENCH/INSTALL 180 FEET OF ELEC CONDUIT, ETC)				

S C O P E O F W O R K	SEPARATE REVOCABLE PERMIT BEING SUBMITTED FOR THESE ELEMENTS: <input type="checkbox"/> BENCH <input type="checkbox"/> BIKE RACK <input type="checkbox"/> MONITORING WELL <input type="checkbox"/> SIGN <input type="checkbox"/> SIGN TOPPER <input type="checkbox"/> OTHER: _____						
	<input type="checkbox"/> SIDEWALK / DRIVEWAY	WIDTH (ft)	LENGTH (ft)	DEPTH (in)	MATERIAL (Concrete/Asphalt)		
	<input type="checkbox"/> CITY OR COUNTY CONNECTIONS / TAPS	INCLUDE BOTH AGENCY AND FACILITY IN DESCRIPTION. FOR EXAMPLE: 'CITY WATER' OR 'SASD SEWER'.					
		DESCRIPTION	DIAMETER (in)	LENGTH (ft)	MATERIAL	TAP TYPE	INSTALL METHOD
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	<input type="checkbox"/> NON-CITY UTILITY	UTILITY COMPANY (SMUD/PG&E/ETC)		WORK TO BE PERFORMED <input type="checkbox"/> ABOVE GROUND <input type="checkbox"/> BELOW GROUND <input type="checkbox"/> BOTH			
		<input type="checkbox"/> UNDERGROUND LINE	LINE TYPE	DIA (in)	LENGTH (ft)	MATERIAL	INSTALL METHOD
		<input type="checkbox"/> UNDERGROUND STRUCTURE	TYPE (MH/PB,ETC)		DESCRIPTION		
		<input type="checkbox"/> ABOVE GROUND STRUCTURE OR LINES	DESCRIPTION				
	<input type="checkbox"/> ROADWAY TRENCHING	WIDTH	LENGTH		DEPTH		
<input type="checkbox"/> SMALL CELL SITE	NAME	CITY POLE No.	PRIVATE POLE OWNER	ADDITIONAL INFO			
<input type="checkbox"/> BANNERS	APPLICANT	TOTAL NO.	DATE RANGE		<input type="checkbox"/> MAP INCLUDED <input type="checkbox"/> REV PERMIT REQ.		
<input type="checkbox"/> OTHER	DESCRIPTION						

RELATED BUILDING / PW PERMITS: _____

OWNER'S SIGNATURE: _____ **DATE:** _____

By signing this application, Owner agrees to comply with the requirements of Sacramento City Code Chapter 12.12. The Code can be found at: <http://www.qcode.us/codes/sacramento/>.

Final Processing:

1. Owner and Contractor will be notified by email or phone call when permit has been approved.
2. Approved permits will remain active a maximum of 60 calendar days from approval date or until the Estimated Start Date listed, whichever occurs first.
3. Contractor is required to contact the Construction Inspection Help Desk at 916-808-6810 a minimum of 1 week prior to the requested start date of work to schedule a preconstruction meeting.
4. If Contractor has not called the Construction Inspection Help Desk as required by #2 and #3 above, the permit status will change to EXPIRED.
5. The Owner or Contractor may request the City to delay the start date of the project, request an extension of the project duration, or make other modifications to the application by submitting the request in writing by sending an email to Encroachments@cityofsacramento.org. Please include the project address and ENC # in the Subject Line of the email.

STAFF USE ONLY

PERMIT DEPOSIT \$	CITY APPROVER	RECEIVED DATE	APPROVED DATE
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A D D I T I O N A L I N F O	<input type="checkbox"/> CERTIFICATE OF INSURANCE	<input type="checkbox"/> GENERAL LIABILITY - \$500K COMBINED SINGLE LIMIT <input type="checkbox"/> STANDARD ACCORD FORM ON COMPANY LETTERHEAD <input type="checkbox"/> SIGNED BY AGENT <input type="checkbox"/> CITY OF SACRAMENTO LISTED AS CERTIFICATE HOLDER <input type="checkbox"/> CITY OF SACRAMENTO, ITS OFFICIALS, AGENTS, EMPLOYEES & VOLUNTEERS LISTED AS ADDITIONAL INSURED <input type="checkbox"/> ADDITIONAL INSURED ENDORSEMENT <input type="checkbox"/> A.M. BEST GUIDE RATING OF A-VII OR BETTER <input type="checkbox"/> ISSUE DATE, POLICY'S EFFECTIVE DATE, EXPIRATION DATE LISTED				
	<input type="checkbox"/> OTHER AGENCY PROJECT	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">AGENCY NAME</td> <td style="width: 40%;">RECORD DRAWING / AS-BUILT REQUIRED</td> </tr> <tr> <td></td> <td style="text-align: center;"><input type="checkbox"/> YES <input type="checkbox"/> NO</td> </tr> </table>	AGENCY NAME	RECORD DRAWING / AS-BUILT REQUIRED		<input type="checkbox"/> YES <input type="checkbox"/> NO
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MINOR ENCROACHMENT PERMIT INSTRUCTIONS

The following items shall be submitted to the Development Engineering Counter at address above. Only complete submittal packages will be accepted. Incomplete packages will be rejected and returned to the applicant.

1. Minor Encroachment Permit Application
 - Signed and dated by Owner
2. Site and Utility Plan
 - Drawn to scale on 8 ½" x 11" (letter), 11" x 17" (tabloid), or 22" x 34" size paper
 - Plans must be legible. Full size plans printed on 8 ½" x 11" (letter) sheets will not be accepted
 - Show all existing surface and underground facilities with dimensioning to proposed work
 - Dimension length and width of all trenching in the roadway
 - Show easements and parcel lines/right-of-way lines
3. Traffic Control Plans
 - Traffic Control Plan (TCP) in compliance with the California Manual on Uniform Traffic Control Devices (MUTCD) <http://www.dot.ca.gov/hq/traffops/engineering/mutcd/>
 - Compliant with City's Sidewalk Closure Policy
 - Must on 11" x 17" (tabloid) size sheets
4. Liability Insurance
 - General liability coverage \$500,000 combined single limit
 - Standard Accord form on company letterhead
 - Signed by agent
 - City of Sacramento listed as certificate holder
 - City of Sacramento, its officials, agents, employees, and volunteers listed as additional insured
 - Additional insured endorsement
 - A.M. Best Guide rating of A-VII or better
 - Issue date, policy's effective date, expiration date listed
5. Permit Deposit
 - Minimum deposit \$300 (Street Use and Construction Encroachment Permits only)
 - Deposit is calculated based on an estimated number of hours to review the application and inspection hours based on the proposed scope of work
6. Trench cut fee
 - The city assesses a trench cut fee based on the length and width of trenching work in the roadway

Examples of the site/utility plans, traffic control plans, and liability insurance can be found at the city's website at: <http://www.cityofsacramento.org/Public-Works/Engineering-Services/Permits/Encroachment-Permits>.

The City has 3 separate sub-categories and forms for Minor Encroachment Permits.

1. Blanket/Maintenance
 - a. These permits are reserved for maintenance and emergency work for existing franchise utilities only.
 - b. The use of this application for maintenance activities is limited to work on an existing facility in the right-of-way (ROW). If an existing facility will be replaced by a new facility that differs in any dimension or is relocated from its existing location, the Construction application must be used.
 - c. Applicants that utilize this application form will have a financial account with the City from which the City staff bills their time against the account and monthly billing/invoicing is provided to the franchise utility company.
 - d. Currently, these are the only applications that can be submitted by email to Encroachments@cityofsacramento.org
2. Street Use
 - a. This type of permit is often referred to as a “no dig” permit.
 - b. This application generally covers the following types of work: crane swinging into the ROW, dumpster, scaffolding over sidewalk, temporary signs, storage pods
3. Construction
 - a. This application covers a wide variety of work in the ROW including above grade and underground types of work/activities.
 - b. If the scope of work does not fall within the parameters outlined in the Blanket/Maintenance or the Street Use applications, this application is the correct application to utilize.
 - c. This application is routed to the appropriate disciplines for review and approval as determined by the scope of work and is reviewed on a cycle basis.
 - d. If the application is not approved in Cycle 1, the applicant will not be permitted to submit Cycle 2 plans until Cycle 1 is closed out by all targeted disciplines. Cycle 1 is closed by each discipline by either approving the site plan or providing comments to the applicant. Cycle 2 plans shall address all comments provided by all disciplines.

For any questions regarding the Minor Encroachment Permit, please send email inquiries to Encroachments@cityofsacramento.org.