

# ENCROACHMENT PERMIT APPLICATION INSTRUCTIONS

## CITY OF VERNON

(For information regarding Encroachment Permits call Public Works, Engineering Division at (323) 583-8811 Ext. 377)

1. An Encroachment Permit is required for all work performed within the City's street right-of-way, by governmental agencies, utility companies, property owners and private contractors, as well as closing of traffic lanes, detouring traffic, interfering with the normal parking or the pedestrian use of the sidewalk.
2. **If the permit will require restoration of any component of the street right-of-way, a cash deposit or surety bond will be required. The minimum amount of security shall be \$5,000.**
3. **All contractors conducting business in the City of Vernon need to have a valid City of Vernon Business License prior to applying for Encroachment Permit.**
4. All work under this Encroachment Permit must be done by a contractor with a Class A license unless otherwise approved by the City Engineer.
5. Complete and sign the Encroachment Permit Application.
  - Describe the work in detail including: type of work, materials, dimensions, work limits, lane closures, start and end hours and days, reason for permit etc.
  - Include a Site Sketch (see attached). Not required if permit is part of Frontage Improvement Plans.
  - Provide required insurance documents. See attached insurance requirements.
  - Provide Dig Alert Number for any digging.
  - Provide a permit from the Department of Occupational Safety and Health (DOSH) for any trenching five feet or deeper.
  - Provide a traffic control plan according to the latest version of the MUTCD (Manual on Uniform Traffic Control Devices) or the CJUTCM (California Joint Utility Traffic Control Manual) for driving lane or sidewalk closure on either an arterial or collector street. "No Parking" notice shall be posted 48 hrs in advance.
  - Provide estimated dates of commencement and completion of proposed work.
  - Authorized representatives as noted in the attached "Signature Requirements for City Agreements" shall sign the statement of Indemnification.
6. Complete and sign the attached "Statement of Intent to Comply with Minimum Requirements of Stormwater Permit". Projects in excess of 1acre in size must obtain a "Notice of Intent" from the Regional Water Quality Control Board.
7. Attach all required insurance documentation (see attached) to Encroachment Permit Application.
8. Submit completed Permit Application and pay permit fees according to attached fee schedule. (Reconstruction fees for work completed by the City are based on approximate quantities. Once work is completed, the exact measurements will be taken and billed to permittee).
9. Engineering Department reviews the application and submittals and forwards insurance documents to Risk Management for review and approval. **Allow a minimum of 2 weeks for processing.**
10. Once insurance is approved, application and plans have been reviewed, the permit is given to the Director for final approval. Applicant is notified of approval and instructed to pick up permit and pay for additional fees. Once permit is issued, work must start within 90 days and continue to completion or the permit is void.
11. Applicant must notify the City of any field construction inspection 48 hrs in advance. Weekend (Friday-Sunday) and night field inspection is subject to a minimum of 4 hours of inspection fees (see Fee Schedule attached). Any work done without proper inspection will be subject to rejection.
12. Encroachment Permit is signed-off once exact measurements are taken and inspector approves final work. Applicant will be billed for final inspection fees and any City completed restorations.

# CITY OF VERNON

## ENCROACHMENT PERMIT APPLICATION

DATE: \_\_\_\_\_ PERMIT NO. \_\_\_\_\_

ADDRESS/LOCATION OF WORK: \_\_\_\_\_

DESCRIPTION OF WORK: \_\_\_\_\_

ESTIMATED DATE OF COMMENCEMENT \_\_\_\_\_ ESTIMATED DATE OF COMPLETION \_\_\_\_\_

**INSPECTION REQUIRED ON ALL WORK. CALL (323)583-8811 EXT. 377 48 HRS BEFORE COMMENCEMENT**

PERMANENT RESTORATION COMPLETED BY:  N/A  CITY  PERMITTEE (See back of application)

**IMPORTANT NOTICE:** Section 4216/4217 of the Gov. Code requires a Dig Alert Identification No. to be issued before a "Permit to Excavate" will be valid. For Service Alert, TOLL FREE 1-800-422-4133 TWO working days BEFORE you dig.

DIG ALERT NO. \_\_\_\_\_

Will this encroachment include trench(es) or excavation(s) of five feet or deeper?

Yes  No  DOSH Permit # \_\_\_\_\_

**APPLICANT** (Name/Title): \_\_\_\_\_

COMPANY: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

Hereby makes application for a permit to encroach in the public street in accordance with the attached plan at the described location subject to the provisions required by Ordinance No. 796 and the specified requirements.

**CONTRACTOR:** \_\_\_\_\_

VERNON LICENSE No.: CBL- \_\_\_\_\_ EXP. DATE: \_\_\_\_\_

STATE LICENSE No.: \_\_\_\_\_ EXP. DATE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

CONTACT (Name/Title): \_\_\_\_\_ EMAIL: \_\_\_\_\_

SIGNED \_\_\_\_\_  Applicant  Contractor  Other: \_\_\_\_\_

Insurance: Applicant hereby agrees to provide insurance in the amounts and forms as determined by the Risk Manager. Applicant shall provide an endorsement naming the City of Vernon, its officers, and employees as additional insured under the general liability policy.

**STATEMENT OF INDEMNIFICATION**

Permittee agrees to indemnify, defend and hold harmless the City of Vernon and each officer, agent and employee thereof from any liability or responsibility for any accident, loss or damage to persons or property happening or occurring as a proximate result of the encroachment or construction thereof.

**Vernon City Code**  
Sec. 22.49-1, Permits – Indemnity and insurance

Signed \_\_\_\_\_  
Title \_\_\_\_\_

Endorsement must comply with City of Vernon Signature Requirements for City Agreements.

**CONTRACTOR SHALL COMPLY WITH ATTACHED NPDES REQUIREMENTS.**

### THIS IS YOUR PERMIT WHEN SIGNED BY THE PUBLIC WORKS SUPERINTENDENT

**Insurance Documents:**  Submitted  On File **Traffic Control Plans:**  Submitted  MUTCD  CJUTCM  N/A  
**Construction Plans:**  Submitted  N/A **Shoring Plans by Registered Civil Engineer:**  Submitted  N/A

**\*\*\*ANY WORK DONE WITHOUT PROPER INSPECTION WILL BE SUBJECT TO REJECTION \*\*\***

**PERMIT FEES:**

Issuance	_____	011.1043.410290
Plan Check	_____	011.1043.466200
Inspection	_____	011.1043.450120
Reconstruction	_____	011.1043.466210
Annual	_____	011.1043.466230
Add. Plan Check	_____	011.1043.466200
Other	_____	011.1043.450120

**CLEARANCES:**

	By	Date
Admin.	_____	_____
Engineer	_____	_____
Inspector	_____	_____
Water	_____	_____

**WORK HOURS/NOTES:**

Weekdays  Weekend

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name on card or check

**TOTAL** \_\_\_\_\_  Cash  Check # \_\_\_\_\_  CC \_\_\_\_\_ # \_\_\_\_\_

**Security Deposit** \_\_\_\_\_ 011.230230  Check # \_\_\_\_\_  CC \_\_\_\_\_ # \_\_\_\_\_

**APPROVED BY THE DIRECTOR OF PUBLIC WORKS**

\_\_\_\_\_ Date

Daniel Wall, P.E.

**INSPECTOR'S REPORT**

Date Work Started \_\_\_\_\_

Inspector \_\_\_\_\_

Date Completed \_\_\_\_\_

Inspector \_\_\_\_\_

**ESTIMATE OF STREET REPAIRS**

(If the encroachment will disrupt/damage the street or sidewalk, complete the following)

Street Restoration:  By Permittee  By City Work Order # \_\_\_\_\_

A.C. Pavement \_\_\_\_\_ sq. ft. Concrete Pavement \_\_\_\_\_ sq. ft. Sidewalk \_\_\_\_\_ sq. ft.

Curb Ramp \_\_\_\_\_ ea. Driveway \_\_\_\_\_ sq. ft. Curb & Gutter \_\_\_\_\_ l.f.

Curb drain \_\_\_\_\_ ea. Asphalt, Concrete & Soil Removal \_\_\_\_\_ sq. ft.

Tree Removal \_\_\_\_\_ ea. Tree Planting \_\_\_\_\_ ea. Monument \_\_\_\_\_ ea.

Other \_\_\_\_\_

**INSPECTION RECORD**

Date	Hours	Inspector	Description
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**COMPLETION REPORT**

Final Inspection Date: \_\_\_\_\_ Approved by Inspector \_\_\_\_\_

Total Inspection Hours  Signature: \_\_\_\_\_

**ADDITIONAL FEES:**

Plan Check	_____	011.1043.466200
Inspection	_____	011.1043.450120
Reconstruction	_____	011.1043.466210
Other	_____	011.1043.450120

**NOTES**

_____
_____
_____

**TOTAL** \_\_\_\_\_ Billing Date: \_\_\_\_\_ By: \_\_\_\_\_

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

Void Reason \_\_\_\_\_

**Statement of Intent to Comply with Minimum Requirements of the Stormwater Permit**

**CITY OF VERNON  
PUBLIC WORKS DEPARTMENT**

Construction Stormwater Program

Permit Number: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant: \_\_\_\_\_

Project Address: \_\_\_\_\_

Property Owner: \_\_\_\_\_

Contractor: \_\_\_\_\_

Contractor's Address: \_\_\_\_\_

Phone: \_\_\_\_\_

The National Pollutant Discharge Elimination System (NPDES) is a portion of the Clean Water Act that applies to the protection of receiving waters. Under permits from the Los Angeles Regional Water Quality Control Board (RWQCB), certain activities are subject to RWQCB enforcement. To meet the standards of the Waste Discharge Requirements for Municipal Separate Storm Sewer System (MS4) Discharges within the Coastal Watershed of Los Angeles County, Except those Discharges Originating from the City of Long Beach MS4 (CAS004001), the City of Vernon has adopted minimum standards for stormwater runoff from development construction activities.

These minimum standards require the implementation of an effective combination of erosion and sediment control Best Management Practices (BMPs) to prevent erosion and sediment loss, and the discharge of construction waste at each site. At a minimum, the construction activity associated with the construction project identified above shall be conducted in such a manner that:

- Prevents illicit construction-related discharges of pollutants into the MS4 and receiving waters.
- Implements and maintains structural and non-structural BMPs to reduce pollutants in stormwater runoff from construction sites.
- Reduces construction site discharges of pollutants to the MS4 to the maximum extent practicable.
- Prevents construction site discharges to the MS4 from causing or contributing to a violation of water quality standards.

**Note:** The Stormwater BMP Construction Handbook sheets developed by the California Stormwater Quality Association shall be used as guidance in determining and implementing required BMPs. The BMP sheets may be reviewed at the Public Works Department counter during regular business hours. A General Construction Permit shall be obtained and maintained for all construction sites one (1) acre or greater. Additional conditions may be required for these sites.

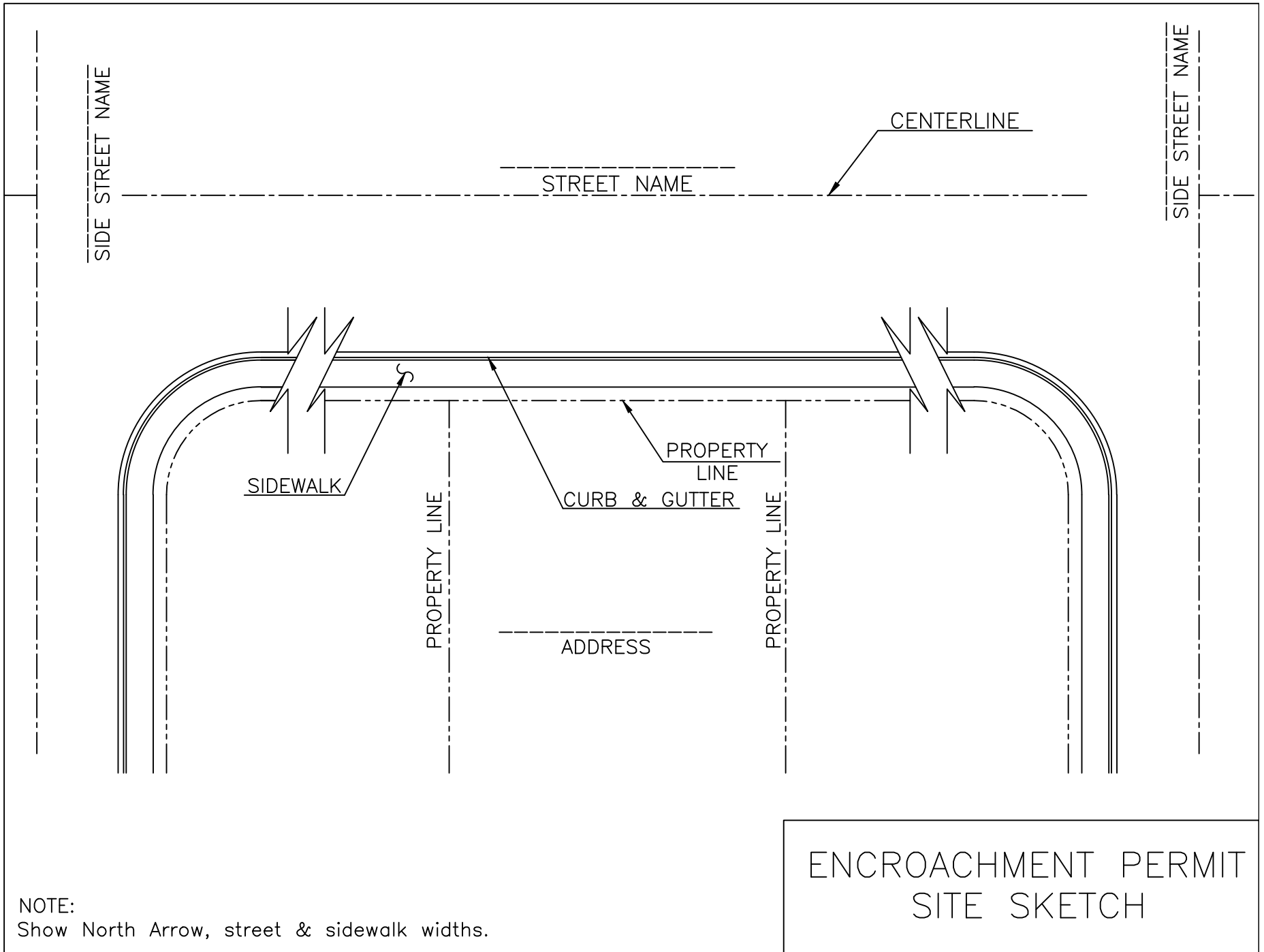
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I have read and understand the requirements listed above and certify that I will comply with the minimum requirements above.

Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Property Owner: \_\_\_\_\_



NOTE:  
Show North Arrow, street & sidewalk widths.

ENCROACHMENT PERMIT  
SITE SKETCH



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Please refer to the insurance requirements listed below. We suggest that you provide your insurance broker/agent with a copy of these requirements and request that they provide Certificates of Insurance complete with copies of all the required endorsements.

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**1. Certificate of Insurance for Automobile Liability** with coverage as indicated:

- \$1,000,000** combined single limit including owned, hired, and non-owned liability coverage.

**2. Certificate of Insurance for Workers Compensation** with coverage as indicated:

- \$1,000,000** per accident; or
- Provide a “waiver” form certifying that no employees subject to the Labor Code’s Workers’ Compensation provision will be used in performance of Contract; or
- Provide a copy of permissive self-insurance certificate approved by the State of California.

**3. Certificate of Insurance for General Liability** with coverage as indicated:

- Minimum limits of at least **\$1,000,000** per occurrence and **\$2,000,000** aggregate written on an Insurance Services Office (ISO) Comprehensive General Liability “occurrence” form or its equivalent for coverage on an occurrence basis. Premises/Operations and Personal Injury coverage is required.

**4. Certificate of Insurance for Professional Errors/Omissions** with coverage as indicated:

- \$1,000,000** combined single limits.

**5. Additional Insured Endorsement:**

- Endorsement** must include reference to the **Policy Number** and the **Insured** as they appear on the Certificate. *Blanket endorsements are also acceptable.*
- The City of Vernon, its director, commissioners, officers, employees, agents and volunteers must be endorsed on the policy as additional insureds as respects liability arising out of the Contractor’s performance.

*\*If employing other contractors as part of the services rendered, Contractor’s Protective Coverage is required. All subcontractors may be included as insured under Contractor’s own policy or the Contractor shall furnish proof of separate insurance for each subcontractor, meeting the requirements set forth herein.*

**CERTIFICATE HOLDER MUST BE LISTED ON CERTIFICATE AS:**

City of Vernon  
Risk Management  
4305 Santa Fe Avenue  
Vernon, CA 90058

*Exclusively Industrial*

## INSURANCE SCHEDULE (CONTRACTOR)

The contractor shall provide proof of insurance, including a standard certificate of insurance, in at least the following amounts and coverage (combined single limit permitted):

1. Coverage and Limits

<u>Hazards</u>	<u>Bodily Injury</u>		<u>Property Damage</u>
	<u>Each Person</u>	<u>Each Accident</u>	<u>Each Accident</u>
<u>Automobile Liability</u>			
Owned Automobiles	\$1,000,000	\$1,000,000	\$1,000,000
Hired Automobiles	\$1,000,000	\$1,000,000	\$1,000,000
Non-Owned Automobiles	\$1,000,000	\$1,000,000	\$1,000,000
Workers' Compensation	\$ Statutory		
Employers' Liability	\$1,000,000 per employer		

II. Liability

Premises Operations	\$1,000,000	\$2,000,000	\$1,000,000
Elevators (if applicable)	\$1,000,000	\$2,000,000	\$1,000,000
Independent Contractors	\$1,000,000	\$2,000,000	\$1,000,000
Products - Completed Operations	\$1,000,000	\$2,000,000	\$1,000,000
Contractual Liability	\$1,000,000	\$2,000,000	\$1,000,000
Umbrella Liability	\$2,000,000	\$2,000,000	\$2,000,000

- a. The general liability policy shall contain the following special endorsements which shall be noted on or attached to the standard certificate of insurance:
1. An endorsement naming the City of Vernon, its officers, and employees as insureds under the policy.
  2. An endorsement providing the City of Vernon thirty (30) days notice of cancellation or material reduction of coverage.
  3. An endorsement providing coverage for all operations under the City of Vernon permit and specifying the activities covered.
  4. Such other endorsement as may be required by addendum hereto.
  5. A copy of your general and umbrella insurance policy declarations page.
  6. Copy of schedule of forms of endorsements.

NOTE: Contact City of Vernon, Risk Management at (323) 583-8811 with any questions.

"SAMPLE"

COMMERCIAL GENERAL LIABILITY

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**ADDITIONAL INSURED –  
STATE OR POLITICAL SUBDIVISIONS – PERMITS**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

**SCHEDULE**

**State or Political Subdivision:**

City of Vernon, its officers and employees  
4305 South Santa Fe Avenue  
Vernon, CA 90068

(If no entry appears above, information required to complete this endorsement will be shown in the Declarations as applicable to this endorsement.)

WHO IS AN INSURED (Section II) is amended to include as an insured any state or political subdivision shown in the Schedule, subject to the following provisions:

1. This insurance applies only with respect to operations performed by you or on your behalf for which the state or political subdivision has issued a permit.
2. This insurance does not apply to:
  - a. "Bodily injury," "property damage," "personal injury" or "advertising injury" arising out of operations performed for the state or municipality; or
  - b. "Bodily injury" or "property damage" included within the "products-completed operations hazard."



CITY OF VERNON  
SIGNATURE REQUIREMENTS FOR CITY AGREEMENTS

TYPE OF ENTITY	FIRST SIGNATURE	SECOND SIGNATURE	REFERENCE
Corporation	chairman of the board, president, any vice president	corporate secretary, assistant secretary, chief financial officer, any assistant treasurer  (Note: A person can hold more than one corporate office; e.g., a vice –president can also be a secretary. That person can sign the agreement twice, <i>if both capacities are identified.</i> )	Corp. Code sec. 313 Corp. Code sec. 5214
Limited Liability Company (“LLC”)	if managed by members – by any member  if managed by manager – by a manager  (Note: A member or manager may have a title such as president or vice-president)	if managed by <i>members</i> – not required unless otherwise provided in governing documents  if managed by <i>manager(s)</i> – by a second manager (unless articles of organization state there is only one manager)	Corp. Code sec. 17157
Partnership	any partner, unless authority restricted in “statement of partnership authority” recorded in County Recorder’s Office (for real property transactions) or filed with secretary of state (for contracts, etc.)	not required, unless “statement of partnership authority” provides otherwise	Corp. Code sec. 16301 Corp. Code sec. 16303
Limited Partnership	a general partner, subject to same exceptions for partnership	same as partnership	Corp. Code sec. 15509
Limited Liability Partnership (“LLP”)	same as partnership	same as partnership	Corp. Code sec. 16955.5
Sole Proprietorship	sole proprietor	not required	n/a

Parties executing an Agreement or Contract that are not identified above must also send a copy of the corporate minutes giving such person(s) the authority to sign on behalf of the corporation.

# GENERAL FEE SCHEDULE



**City of Vernon**

*Schedule approved by City Council on May 2, 2017*

<b>ENCROACHMENT, LICENSE &amp; FRANCHISE FEES</b>		
<b>DESCRIPTION</b>		<b>FEE</b>
<b>PERMIT ISSUANCE FEE</b>		\$161.00
<b>PERMIT INSPECTION AND PLAN CHECK FEES</b>		<b>RATE</b>
	REGULAR TIME (7:00 A.M.- 5:30 P.M.)	\$166.00/HR.
	OVERTIME-FRIDAY, SATURDAY, SUNDAY, HOLIDAYS AND NIGHTS (4 HRS. MINIMUM)	\$244.00/HR.
	ANNUAL PERMIT FEE FOR ROUTINE MAINTENANCE (NO STREET CUTS)	\$578.00
<b>RECONSTRUCTION FEES FOR WORK COMPLETED BY CITY</b>	<b>RATE</b>	<b>MINIMUM</b>
ALL OTHER DIRECT COSTS TO THE CITY RESULTING FROM THE PERMITEE'S ACTIVITY, CALCULATED AT ACTUAL COST PLUS 25% ADMINISTRATIVE COSTS		

<b>ENCROACHMENT, LICENSE &amp; FRANCHISE FEES</b>		
<b>DESCRIPTION</b>	<b>ISSUANCE</b>	<b>ANNUAL FEE</b>
<b>FRANCHISES AND LICENSES (ISSUANCE &amp; ANNUAL RENEWAL)</b>		
RAILROAD CROSSINGS, CONVEYOR BRIDGES, AND TUNNELS ACROSS A STREET	\$25,000.00	\$3,210.00
RAILROAD TRACKS, PIPELINES OR CONDUITS ALONG A STREET	\$25,000.00 FOR EACH ONE-HALF (1/2) MILE OR PORTION THEREOF	\$3,210.00 FOR EACH ONE-HALF (1/2) MILE OR PORTION THEREOF
FOR PIPELINES OR CONDUITS ACROSS A STREET OR A METERING MANHOLE IN THE STREET	\$12,500.00	\$1,605.00
FOR BUILDING FOOTINGS AND APPENDAGES, TRAFFIC SENSORS, SIGNS, MONITORING WELLS AND ARCHITECTURAL PROJECTIONS	\$5,000.00	\$642.00
<p><b>The fee for any encroachment not specifically listed in the table shall be the same fee for the most similar structure listed in the table as determined by the City.</b></p>		

<b>ENCROACHMENT, LICENSE &amp; FRANCHISE FEES</b>	
<b>ENCROACHMENT PERMIT FAITHFUL PERFORMANCE BOND OR CASH DEPOSIT REQUIREMENTS</b>	
<p>The amount of an encroachment permit cash deposit, certified or cashier's check, surety bond, or letter of credit shall be determined by multiplying the quantity of asphalt paving, concrete paving, sidewalk, concrete curb, monuments and trench excavations proposed to be removed, disturbed or opened by the rate shown in the table below, the sum of the totals shall establish the minimum amount of the bond or deposit, except that in no case shall the faithful total security be less than \$5,000. Authorized by Vernon Municipal Code § 22.47.</p>	
<b>TYPE OF WORK TO BE PERFORMED</b>	<b>RATE</b>
ASPHALT PAVEMENT	\$22.75/SQ. FT.
CONCRETE PAVEMENT AND DRIVEWAY	\$25.50/SQ. FT.
CONCRETE SIDEWALK	\$13.25/SQ. FT.
CONCRETE CURB & GUTTER	\$67.50/LIN. FT.
TRENCH EXCAVATIONS	\$9,630.00/EACH OPEN EXCAVATION
MONUMENT REPLACEMENT	\$3,852.00/MONUMENT