



ENCROACHMENT PERMIT APPLICATION INFORMATION

The City of Ukiah requires an Encroachment Permit for all work being done in the public right-of-way.

Along with the signed application the following information must be submitted.

1. _____ One set of plans showing the proposed improvements. Include traffic control plans if required
2. _____ The engineer's or contractor's estimate for work within the City's right-of-way., and the number of days requiring lane closures.
3. _____ Valid City of Ukiah business license.
4. _____ Insurance requirements:

Large Projects: Insurance certificate for \$2,000,000 General liability, \$2,000,000 Automotive and \$1,000,000 Workers' Compensation.

Small Projects: Insurance certificate for \$1,000,000, General liability, \$1,000,000Automotive and \$1,000,000 Workers' Compensation.
See attached Insurance Matrix.
5. _____ Insurance policy endorsements, naming City as additional insured, for General liability (Ongoing and completed operations).
Automotive. Naming City as additional insured.
6. _____ Proof or Workers' Compensation Insurance.

Inspections: The applicant will give the City of Ukiah 24 hour notice for inspections. Please call 707-463-6284 or 463-6203.



City of Ukiah

Public Works Department
300 Seminary Avenue
Ukiah, CA 95482
Email:
publicworks@cityofukiah.com
[Web: www.cityofukiah.com](http://www.cityofukiah.com)

Phone: (707) 463 -6203/6284
Fax: (707) 463-6204

ENCROACHMENT PERMIT APPLICATION

Date:		Permit Number:	
Applicant Name:		Contractor's License Number:	
Address:			
Phone:	Email:	Fax:	
Anticipated Start Date of Proposed Project:		Anticipated Completion Date:	
Property Owner			
Project Address:			
Description of Project:			
Engineers Estimate: \$ _____			

Validation of this permit is subject to the following conditions:

1. The terms of this permit shall be as designated by above timeframe unless altered by the City Engineer.
2. The City of Ukiah reserves the right to extend, amend, or revoke this permit as deemed necessary by the City Engineer.
3. Valid Business Licenses must be obtained from the City of Ukiah Finance Department by all contractors and subcontractors performing work authorized by this permit in accordance with Ukiah City Code sections 2110-2114.
4. Work shall conform to the details and location specified on the plans submitted by the PERMITTEE and approved by the City Engineer. The PERMITTEE shall notify the City Public Works Department approximately forty-eight hours (48) hours prior to commencement of any work to arrange for necessary inspections.
5. It is recommended that you call USA North before you dig. Phone 811

6. **City of Ukiah charges a \$45.00 minimum and 3% of the engineers estimate for permit fee.**

7. **Insurance Requirements:**

All insurance carriers shall be rated A: VII or better by A. M. Best

General Liability Insurance In the amount of \$2,000,000 combined single limit per occurrence for bodily injury, personal injury and property damage. If Commercial General Liability Insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this project/location of the general aggregate limit shall be twice the required occurrence limit. The certificate must be accompanied by an Additional Insured Endorsement which:

- Names the "City of Ukiah, its officers, employees, agents, and volunteers as additional insureds." ISO form **CG 20 12 07 98-State or Political subdivisions**
- All Alternative forms are subject to approval by the City of Ukiah
- A statement that includes the following language:
"The insurance shall be primary as respects the insured shown in the schedule above or if excess, shall stand in an unbroken chain of coverage excess of the Named Insured's scheduled underlying primary coverage. In either event, any other insurance maintained by the Insured scheduled above shall be in excess of this insurance and shall not be called upon to contribute with it"
- Indicates that the City will be notified within 30 days of insurance cancellation or within 10 days for non-payment.
- **Automobile liability** in the amount of \$2,000,000 "Any Auto" Combined Single Limit per accident for bodily injury and property damage and an additional insured endorsement.
- **Workers' Compensation** as required by the State of California in the amount of \$1,000,000 per accident.
- **Subcontractors** The Contractor shall include all subcontractors as insureds under its policies or shall furnish separate certificates and endorsements for each subcontractor.

8. If work is in the street, two-way traffic shall be maintained at all times through work areas unless specifically otherwise authorized by the City Engineer. Traffic control shall be maintained in accordance with State of California Manual of Traffic Control for Construction and Maintenance of Work Zones (most current edition).

9. The PERMITTEE shall be obligated to make all repairs in compliance with Standard City Specifications and/or to the satisfaction of the City Engineer to sidewalks, streets, or other public facilities as may be necessary as a result of the work described in this project for a period of at least one year from the completion of work.

10. Upon completion of work and before **final inspection** by the City Engineer, PERMITTEE shall clean city right-of-way. No waste materials, including saw cutting or grinding dust, debris, waste water, paint or other non-storm water discharge shall be allowed to enter into the street, storm drain system or into any waterway.

AGREEMENT TO INDEMNIFY THE CITY OF UKIAH

In addition to insurance provided by PERMITTEE naming the City as an additional insured, PERMITTEE agrees to waive any claim it might have against the City of Ukiah ("CITY") or its officers and employees for the death of, or personal injury to any person, or property damage, resulting from the use of City right-of-way for work authorized by this permit. PERMITTEE agrees in accordance with Civil Code Section 2778 to indemnify and hold CITY and its officers and employees harmless from and against any demand, damage, cost, expense, liability or claim which arises out of PERMITTEE's activities under this permit, except for deaths, personal injuries, or property damage resulting solely and exclusively from the active negligence of the City or its officers or employees.

**READ THIS PERMIT CAREFULLY.
DO NOT SIGN THE PERMIT UNLESS YOU FULLY UNDERSTAND ITS CONTENTS
AND
AGREE TO ITS TERMS.**

ACCEPTANCE OF PERMIT CONDITIONS

ACCEPTED BY (SIGNATURE OF CONTRACTOR'S REPRESENTATIVE):	NAME/TITLE:	DATE:
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PERMIT VALIDATION

ISSUED BY:	DATE:	PERMIT NUMBER:
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VERIFICATION OF WORK AS COMPLETE

INSPECTED BY:	DATE:
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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 UKIAH

ITS OFFICERS, AGENTS, OFFICIALS, ELECTED OFFICIALS, EMPLOYEES AND VOLUNTEERS

300 SEMINARY AVENUE

UKIAH, CA 95482

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

Section II - Who Is An Insured 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" or "personal and 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 UKIAH RISK ANALYSIS MATRIX

Activity	General Liability	Automobile Liability	Workers' Comp*	Errors & Omissions or Prof Liability	Builder's Risk	Pollution Liability	Signed Waiver of Liability & Indemnif
Aquatics, facility use	\$4-5 mil		\$1 mil				X
Construction Projects, Major; - hvy equip useage, roofing, sewer	\$2 mil	\$1 mil	\$1 mil		Value of Compl't'd Proj		X
Construction projects/remodeling - windows, sheetrock, painting, plumbing	\$1 mil	\$1 mil	\$1 mil				X
Electricity; use of, electrical work, repair	\$2 mil	\$1 mil	\$1 mil				X
Food; service, sales	\$1 mil	\$1 mil	\$1 mil				X
Golf Cart Use	\$500k						X
Lessees	\$1 mil		\$1 mil				X
Maintenance & Services; routine maintenance, janitorial service, equipment maintenance	\$1 mil	\$1 mil	\$1 mil				X
Medical services, skilled	\$2 mil	\$1 mil	\$1 mil				X
Miscellaneous services (instructors, vendors)	\$1 mil	\$1 mil	\$1 mil				X
Professional services - environmental	\$1 mil	\$1 mil	\$1 mil			\$1 mil	X
Professional services engineering, architectural, consultants, attorneys, accountants	\$1 mil	\$1 mil	\$1 mil	\$1 mil			X
Recreation/Day Camp							
Suppliers/Vendors	\$1 mil						X
Taxis*		\$1 mil	\$1 mil				X
Toxics; use or handling of	\$1 mil	\$1 mil	\$1 mil				X
Trucking, transportation	\$1 mil	\$1 mil	\$1 mil				X
Tunneling; excavation (3' or requires OSHA shoring)	\$2 mil	\$1 mil	\$1 mil				X
Welding; cutting with torch	\$2 mil	\$1 mil	\$1 mil				X
Permits:							
Building			\$1 mil				
Transportation **		\$750k					
Transportation - destination inside City limits	\$1 mil	\$1 mil					X
Banner	\$1 mil						X
Encroachment - Lrg Proj in main st w/ foot/veh traffic, more than 1 day, use of hvy equip - setting Equipment on roofs, sewer lateral replacement, construction of outdoor dining platforms, placement of underground vaults, tree work with heavy equipment, trenching, flagging, scaffolding	\$2 mil	\$2 mil	\$1 mil				X

Encroachment - small proj 1 day, no hvy equip, not on main st - sidewalk repair or replacement, ower wash buildings, dumpsters, tree work	\$1 mil	\$1 mil	\$1 mil				X
Outdoor Dining - in right of way	\$2 mil						
Encroachment - sidewalk signs and temporary accessory objects	\$1 mil						X
Special Events:							
Facilities Use/Space Rentals	\$1 mil						X
Farmers Market	\$2 mil	\$2 mil					X
Parades	\$5-10 mil						X

Revised March 1, 2017

*Established by Resolution No. 93-46

**Established by State Code

In general, the City requires \$1,000,000 for small projects and \$2,000,000 for large projects. If you have a large project, you may request a risk assessment of your project to lower the required level of insurance. Risk Assessment Forms are available through City staff in the the Public Works or Risk Manaement Departments.