

For an encroachment site development permit please fill out the attached application and bring to:

Martinez City Hall
Engineering Division
525 Henrietta St.
Martinez, CA 94553
(925) 372-3516

Contractors: need to bring insurance certificates with the City additionally insured and the City as the certificate holder.

Property owners: need to bring a copy of their homeowners insurance policy showing proof of liability insurance.

Fee: Fees and deposits are due at the time of issuance of permit. At the City's discretion a Plan Check fee shall be paid at the time of submission of Plans. Fees and deposits are determined by staff and are based on the complexity of the project and estimated staff time required to plan check and inspect the work.



ENCROACHMENT PERMIT AND SITE DEVELOPMENT PERMIT NO. _____

City of Martinez, 525 Henrietta Street, Martinez, CA 94553-2394

PROJECT LOCATION _____

APPLICANT _____
ADDRESS _____
CITY _____ ZIP _____
PHONE _____

CONTRACTOR _____
ADDRESS _____
CITY _____ ZIP _____
CONTACT PERSON _____
PHONE _____ EMER PH. _____

PERMIT EXPIRES _____
FILE NO. _____
RECEIPT NO. _____
PLAN CHECK FEE \$ _____
INSPECTION FEE \$ _____
TOTAL \$ _____
CLEANUP DEPOSIT \$ _____
POSTED BY _____

PERMIT EXTENSION: _____
APPROVED BY _____
EXTENDED TO _____
FEE _____

INSURANCE BOND INFORMATION:

Applicant's Insurance Carrier: _____ Liability Policy No.: _____
Policy Expiration Date: _____ Amount of Coverage: \$ _____ City as "Additional Insured" Required
I have read, understand, and agree to comply with the Encroachment Permit rules and regulations as stated on the reverse side of this permit. I further agree to comply with the City of Martinez's Standard Specifications, City Ordinances and Transportation Division requirements and conditions.

Applicant's Signature: _____ Date: _____

DESCRIPTION OF WORK:

CONDITIONS:

1. PLEASE READ THIS PERMIT CAREFULLY. KEEP IT AT THE WORK SITE. PHONE 925-372-3596 AT LEAST TWO WORKING DAYS BEFORE YOU START WORK.

2. SEE ATTACHED GENERAL AND SPECIAL REQUIREMENTS.

ADDITIONAL CONDITIONS ATTACHED: YES NO

I HAVE READ AND CONCUR WITH THE REQUIREMENTS OF THIS PERMIT.

CONSTRUCTION COMPLETED/BOND RELEASE OK:

APPLICANT _____ DATE _____

PERMIT APPROVED FOR CONSTRUCTION

BY: _____

INSPECTOR _____ DATE _____

PERFORMANCE SECURITY RELEASED:

BY: _____

I. GENERAL REQUIREMENTS

1. PRIOR TO OBTAINING PERMIT – Applicant must have a Soils Report submitted and reviewed by the City’s Soils Consultant and a Grading Plan submitted and approved by the City Engineer.
2. WORK MUST BE INSPECTED – Call Engineering Inspection, (925) 372-3516, at least 48 hours before starting or resuming work. All grading work shall require certification by the Applicants Soils Engineer and Civil Engineer to ensure that elevations, offsets, earthwork and soils compaction are done in accordance with the grading plan and soils report. City inspection is required prior to placement of final backfill on street work and prior to any concrete or asphalt placement. Work done without inspection may have to be removed or performed again with inspection; also a stop work order may be issued.
3. PROTECTION – Provide and maintain sufficient fencing, barricades, signs, flagmen, and other safety measures to protect the public and adjacent prosperities. For work within public right of way and on-site city easements provide and maintain adequate protection measures, as required, in accordance with City’s WATCH Manual of Warning Signs, Lights and Devices. Security deposit may be used without notice should signing not meet the requirements of said manual and requirements.
4. TRAFFIC – A City street may not be closed to public traffic without the approval of the City Council. Detours, lane and sidewalk closures shall require a written traffic control plan approved by the City Engineer.
5. STANDARDS – Work shall be in accordance with the APWA Standard Specification Green Book, the City of Martinez Standard Special Provisions and Drawings. Grading work shall be done in accordance with Chapter 33 of the Uniform Building Code as amended by the Martinez Municipal Code, the project soils report and by the City’s Soils Consultant. City Standard Details are available on the City of Martinez website.
6. DUST/DEBRIS CONTROL – The Contractor shall control the dust and debris resulting from his/her operations through watering or other suitable methods on the site and haul routes. All debris shall be cleaned daily prior to leaving job site with loose material picked up and paved surfaces washed. Safety hazards shall be cleaned up immediately.
7. CHANGES – All changes to approved plans shall be approved by the project inspector and the City Engineer prior to installation. Major changes shall require a written change order authorization from the City with 48-hour minimum response time subsequent to request.
8. UTILITIES – Utility relocation is the responsibility of the applicant. Utility locations are shown for informational purposes only. Applicant is responsible to verify location in the field.
9. UNDERGROUND SERVICE ALERT – Telephone 811. Contact at least 48 hours prior excavating in the City right of way.
10. HOURS OF WORK – Work shall not begin before 8:00 A.M. and shall not continue later than 5:00 P.M. with working days restricted to Monday through Friday, unless otherwise specified by the City or in the permit specific conditions.
11. LIABILITY AND INSURANCE – All work shall be in accordance with the Martinez Municipal Code and other applicable codes. Except for city’s sole negligence, willful misconduct or active negligence, applicant agrees to indemnify, defend, release and save harmless City, its officers and employees from and against any and all claims, liabilities, actions, damages or penalties by any person including applicant, his/her employees and agents for any personal injury, death or damage to property from any cause whatsoever arising out of or in connection with work pursuant to this permit. Applicant shall so indemnify City regardless of: City’s approval of plans or inspection, any limitation on the amount or type of damages or compensation payable by or for applicant under workers compensation, disability or other employee benefit acts, or the terms, applicability or limitations of any insurance held by applicant. The applicant shall file with the City certificates of required insurance coverage. The City shall be included as an additional insured by certificate or separate endorsement.
12. SECURITY DEPOSIT – In order to minimize traffic hazards and public nuisance, arising out of applicant’s development, applicant shall ensure that adjacent properties and improved surfaces of surrounding streets stay free and clear of silt, tracked mud, dust, etc., coming from or in any way related to applicant’s project and its development. Applicant grants City the right to take or cause to be taken, without prior notice to applicant, immediate corrective action, including, without limitation, utilizing applicant’s cleanup deposit.
13. ACCEPTANCE – Soils and Pad Certifications (plot plans for subdivisions) shall be received and approved by the City Engineer prior to issuance of a building permit. Final soils report shall be received prior to release for occupancy. Call for final inspection.

II. SPECIAL REQUIREMENTS FOR WORK IN THE STREET RIGHT OF WAY– (See City Standard Special Provisions and Drawings for Detailed Requirements). Note: City Standard Details are available on the City of Martinez website.

1. **TRENCH EXCAVATION** – Do not start until pipe and other material are at the site. Open up only that length of trench which can be backfilled the same day. Shoring shall comply with “Trench Construction Safety Orders” of the California State Industrial Accident Commission. Pavement shall be scored to neat lines and removal shall not cause damage to pavement outside the scored lines. Excess excavated material shall be removed immediately from the site. No open trenches or excavating should be allowed overnight. Steel plates may be used as approved by City Engineer for temporary use only.
2. **COMPACTION TESTS** – Tests shall be required prior to placing aggregate base and again prior to placing asphaltic concrete. Failed tests will require retesting at applicants expense.
3. **RESTORATION** – The applicant shall restore the construction site to its original condition including the repair or replacement of traffic signs, posts, striping, landscaping and other improvements and remove all U.S.A. markings prior to acceptance of work.
4. **CONCRETE REMOVALS** – Existing concrete curb, gutter and/or sidewalk to be removed or required to be removed by the City for new improvements shall be saw cut at next nearest expansion joint or score mark. A form board must be used at the gutter lip and the pavement restored with asphaltic concrete. The new sidewalk and curb shall be doweled.
5. **TEMPORARY PAVING** – Temporary paving (or permanent paving) shall be placed at the end of each work day. Temporary pavement shall be 1-1/2-inch minimum thickness and shall be replaced within two weeks with permanent pavement. If not done in two weeks, it may be done by City forces and the owner will be charged the cost plus appropriate overhead expenses.
6. **BASE AND PAVEMENT REPLACEMENT** – The roadway structural section shall be replaced as stated on the permit; otherwise, replacement shall be in kind except that the minimum replacement shall be three (3) inches of asphalt concrete and six (6) inches of Class 2 (CalTrans) Aggregate Base.
7. **EQUIPMENT** – All construction equipment used or traveling over paved surfaces must be equipped with rubber wheels unless specifically authorized by the City Engineer.