



# ENCROACHMENT PERMIT APPLICATION FORM SEWER LATERAL CONNECTION

**NOTE: 36" MINIMUM  
COVER FOR UTILITIES  
IN RIGHT-OF-WAY**

**ENGINEERING DEPARTMENT**

200 CIVIC CENTER DR.  
VISTA, CA 92084  
(760) 639-6111

*Please print required information*

JOB AND OR DRAWING NUMBER:		ISSUED BY:	DATE:		
JOB SITE ADDRESS OR DESCRIPTION:		PERMIT #:	PERMIT EXPIRATION DATE:		
ASSESSOR'S PARCEL NUMBER (APN):		<b>48 HOUR NOTICE REQUIRED FOR INSPECTION AND PRIOR TO START OF WORK CALL (760) 639-6113</b>			
CONTRACTOR:		<b>YOU MUST CALL UNDERGROUND SERVICE ALERT AT (1-800-422-4133) (2) WORKING DAYS PRIOR TO WORK</b>			
CONTRACTOR'S MAILING ADDRESS:		<b>UNDERGROUND SERVICE ALERT NO. _____ THIS PERMIT IS INVALID WITHOUT THIS NUMBER</b>			
CITY		ZIP			
EMAIL ADDRESS:		<p>A CASH SECURITY is required for trench excavation or any work not covered by construction bonds. CASH SECURITY shall be a minimum of \$500 or equal to the cost of the proposed improvements within the City's right-of-way. CASH SECURITY may be returned as follows. For deposit amounts greater than \$500, ninety percent (90%) of the CASH SECURITY may be returned upon completion and approval of the improvements by the City Engineer or his designee. The remaining ten percent (10%) or a minimum of \$500 will be retained for a period of (1) year after the date that the work is completed. CASH SECURITY will be forfeited and used to correct defects, unacceptable work, trench failures or subsidence if corrective work is not completed within (5) working days after notification.</p> <p>I agree to save, keep and hold harmless the CITY OF VISTA, its officers and agents, from all damages, costs, or expenses in law or equity that may at any time arise or be set up because of damages to property, or of personal injury received by reason of or in the course of performing work, which may be caused by any willful or omission by the contractor, or any of the contractor's employees, or any sub-contractor. The CITY OF VISTA will not be liable for any accident, loss or damage to the work prior to its completion and acceptance.</p> <p>I am aware of the provisions of Section 3700 of the Labor Code which requires every employer to be insured against liability, for workman's compensation or to undertake self-insurance in accordance with the provisions of said Labor Code and I will comply with such provisions before commencing the performance of the work of this contract.</p> <p>I hereby acknowledge that I have read this application and certify that the information given is correct. I agree to comply with all applicable city ordinances, state laws and with the requirements of this permit.</p>			
PHONE#:				FAX#:	
STATE LICENSE NUMBER				BUSINESS LICENSE NUMBER	
DESCRIPTION OF WORK:					
JOB SITE CONTACT:					
CELL PHONE #					
START DATE					
ESTIMATED COMPLETION DATE					
<p><b>THE FOLLOWING MUST BE INCLUDED OR EMAILED WITH PERMIT APPLICATION:</b></p> <p>TRAFFIC CONTROL PLANS (1 COPY)</p> <p>SITE PLAN / VICINITY MAP (1 COPY)</p> <p>CONSTRUCTION PLANS (1 COPY)</p> <p>LIABILITY INSURANCE (1 COPY)</p> <p>WORKMAN'S COMP INSURANCE (1 COPY)</p> <p>CITY OF VISTA BUSINESS LICENSE (1 COPY)</p> <p>CALOSHA PERMIT (1 COPY)</p> <p>PLEASE SEND EMAIL SUBMISSIONS TO THE FOLLOWING EMAIL ADDRESS:</p> <p><a href="mailto:encroachmentpermit@vista.gov">encroachmentpermit@vista.gov</a></p>		<p>SIGNATURE _____</p> <p>PRINT NAME _____</p> <p>DATE _____</p>			
<b>NOTICE: THIS IS NOT AN ENCROACHMENT PERMIT - CONTRACTOR MUST SIGN ACTUAL PERMIT IN PERSON</b>					



# CITY OF VISTA

## Requirements for Encroachment Permits

1. Must have State Contractor’s License.
2. Required License Types: For trenching, only A, C-34, C-36 & C42 allowed  
Additional License Types may be allowed for Surface Improvements
3. State of California Occupational Safety and Health Permit (CALOSHA).
4. Must submit applicable Underground Service Alert Number, if applicable.
5. Must have valid City of Vista Business License.
6. Must have Workers Compensation Insurance with the City of Vista as Certificate Holder.
7. Must have Liability Insurance with the City of Vista listed as the Certificate Holder and as Additional Insured.

**If working in a street or easement, liability amount must be at least \$1,000,000.00**  
**For surface improvements - sidewalks or driveways amount must be \$500,000.00**

8. Must have \$1,000,000.00 of pollution liability insurance if doing any work on or within public sewer manholes or public sewer mains.
9. Must adhere to the attached City Notices for Traffic Control, Materials, and Stormwater standards.

**PLEASE NOTE**

**Additional Insured Endorsements must be included  
as attachments to the Certificate of Liability Insurance**

**\*\*\*\*\* Endorsements must cover Ongoing and Completed Operations \*\*\*\*\***

10. Permit Fee & Required Cash Trust Deposit: Minimum cost of permit is \$1,832.33 plus a minimum cash trust deposit of \$500.00 or an amount equal to the cost of the improvements being done within the City’s right-of-way. Minimum permit fee covers 3 hours of inspection time and 30 minutes for preconstruction meetings. Additional fees will be due if more than 3 hours of inspection time is required.

Trust Deposit may be returned as follows.

Ninety percent (90%) of Cash Deposit may be returned upon completion and approval of the improvements by the City Engineer or his designee.

The remaining ten percent (10%) or a minimum of \$500.00 will be held for a period of one year after the completion and final approval of the work and may be returned if the funds are not required to correct improvement defects, unacceptable surface work and trench failure or subsidence which is not corrected within (5) working days after notification.

**APPROVABLE TRAFFIC CONTROL PLANS MUST TO BE SUBMITTED WITH PERMIT APPLICATION. ISSUANCE OF PERMIT MAY BE DELAYED IF NOT SUBMITTED. TRAFFIC CONTROL PLANS MUST MEET ALL REQUIREMENTS MANDATED WITHIN THE CALIFORNIA MANUAL ON TRAFFIC CONTROL DEVICES.**



## **CITY OF VISTA - Notice**

**The following General Traffic Control Conditions shall be considered a part of the City of Vista Encroachment Permit**

### **Traffic Control and Standards**

1. Telephone Engineering Inspection at 760-639-6113, 48 hours prior to any work in the City right-of-way.
2. The traffic control plan must be prepared by either a California licensed Traffic Control Services Consultant (C31 Contractor's License – Construction Zone Traffic Control Contractor) or be a California registered Traffic or Civil Engineer.
3. The traffic control plan must be in accordance with the latest edition of the California MUTCD or the San Diego Regional Standard Drawings.
4. The Encroachment Permit shall be kept on the worksite during all ongoing work with the City-approved traffic control plan.
5. Traffic control shall be set and maintained per the City approved traffic control plan. Barricades shall be Type II Flashing, with reflectorized delineators and signs, if required for night operations. Minimum lane width is 11 feet.
6. No street shall be closed without the approval of the Traffic Engineer pursuant to a City approved traffic control plan.
7. Pedestrian walkway shall be left open or detoured using a minimum four-foot-wide safe passageway pursuant to a City approved traffic control plan.
8. Normal working hours are 7:00 a.m. – 5:00 p.m., Monday through Friday unless indicated otherwise on the City approved traffic control plan.
9. Work in the public right-of-way shall be Monday through Friday only. No work is allowed on Saturday, Sunday, or City Holidays without prior City approval.
10. Upon permit expiration, all work ceases until a new permit application is submitted and approved. Existing permit time extension requests must be submitted prior to expiration date of permit.
11. No construction vehicles shall be parked upon public sidewalks. VCC 10.24.040.
12. It is the permittee's responsibility to protect against any dirt or debris from being deposited within the City storm drain system. See attached stormwater pollution prevention requirements.
13. The permittee is required to immediately comply with all directives issued by the City Inspector to eliminate dust, mud, or other site nuisance.



# CITY OF VISTA - Notice

The following Materials and Standards shall be considered a part of the City of Vista Encroachment Permit

## Materials and Standards

1. The permittee is responsible to perform all work and conduct operations per City approved editions of the SSPWC, SDRSD, CITY STDS, CODES, this PERMIT, and all other applicable requirements.
2. No trenches shall be left open overnight. Trenches shall either be plated with recessed non-skid trench plates and all edges sealed with temporary AC seal, or backfilled and paved with a minimum of 2" of compacted 3/4" B2 PG 64-10 hot mix. Temporary AC Cold Mix is not allowed unless authorized by the City Engineer. For trenches wider than 4-feet, a paving machine is required.
3. Curb, gutter, sidewalk, driveways, and curb ramps shall be sawcut to an even line and be removed joint to joint per SDRSD G-11.
4. Curb and gutter and cross gutter shall be removed as directed by the City Inspector. Concrete removal will require a 1' minimum section of asphalt sawcut and repave.
5. Permanent asphalt placement shall be per City of Vista Std. Dwg. SRF-08A & 08B. Two-inch (2") grind and cap is required for all trenches and shall extend a minimum of 4 feet wide or 12-inches from the outside edge of the trench whichever is greater. AC shall be placed using a spreader box or a paving machine. Cap with 1/2" Med. C2-PG 64-10 RAP unless otherwise noted. Streets paved with rubberized asphalt shall be capped with the same material.
6. All damaged roadway striping shall be replaced in kind.
7. All concrete placed shall be transit mix, unless waived by the City Inspector.
8. Two-sack slurry backfill is required when tunneling under curb and gutter.
9. All subgrade (12" depth) and basegrade material shall be compacted to 95 percent density. Sidewalk sub/base material shall be compacted to 90 percent density. Certification, including compaction testing, shall be provided by the Permittee unless waived by the City Inspector.
10. No excavated material shall be hauled to a site within the City of Vista, without City Inspector knowledge of the end haul location, and the appropriate permits.
11. Any continuous hauling operation will require a City approved Haul Route Permit, prior to commencing the haul. Hauling of dirt/rock etc. without this permit may subject this haul to an immediate Stop Work Notice.
12. Approved City materials for construction include:
  - a. Asphalt: Surface course – 1/2" Med. C2-PG 64-10 RAP, Min. .10 thick  
Base course – 3/4" Med. B-PG 64-10 RAP  
Berm – D2-AR-8000  
[Performance Grade (PG) asphalt binder may be substituted for AR-8000 asphalt binder in AC Berm]
  - b. Concrete for structures – 6-sack 3250 PSI min.
  - c. Concrete for curb and gutters, sidewalks, driveways – 520-C-2500 min.
  - d. Base material for curb ramps – 6" Class II/Caltrans 26-1.02B
  - e. Street base material – Class II
  - f. Sidewalk base material – 6" Class II
  - g. Curing compound on all concrete – Type I SSPWC 303-5.6

**All standards are considered minimum and may be revised by the City depending upon field considerations, standards and materials approved on a signed City plan, supercede above materials and standards. It is the permittee's responsibility to understand and implement all Standards, Codes and other applicable requirements.**

## CITY OF VISTA – NOTICE

The following Stormwater Pollution Prevention Requirements shall be considered part of the City of Vista Encroachment Permit

### Stormwater Pollution Prevention Requirements

Project Activity	Required Pollution Prevention
<b>Trash &amp; Waste Generation</b> <u><b>**REQUIRED FOR ALL PROJECTS**</b></u>	Permittee shall inform any on-site employees of these pollution prevention requirements. Within or adjacent to the encroachment area, permittee shall: <ul style="list-style-type: none"> <li>• Collect and contain all construction trash, waste, and debris</li> <li>• Promptly contain and clean any spill on site</li> <li>• Routinely inspect site, remove loose trash, and prevent spills</li> <li>• Properly dispose of any hazardous materials</li> <li>• Not wash down surfaces unless water is collected and removed or directed to landscape</li> <li>• Close lids in trash collection areas when not in use</li> </ul>
<b>Digging of Dirt – excavation, trenching, demolition of structures or grading</b>	Within or adjacent to the encroachment area, permittee shall: <ul style="list-style-type: none"> <li>• Prevent dirt from migrating into street, sidewalk, or storm drain</li> <li>• Protect nearby storm drain inlets with perimeter controls and/or filter fabric</li> <li>• Install and maintain effective erosion and sediment controls</li> <li>• Cover exposed soils using mulch, tarps, or erosion control devices</li> <li>• Secure tarps over dirt and debris piles</li> <li>• Routinely sweep site to remove and properly dispose of dirt generated by work</li> </ul>
<b>Driveway or Sidewalk</b>	Within or adjacent to the encroachment area, permittee shall: <ul style="list-style-type: none"> <li>• Direct surface runoff to landscape areas, where feasible</li> <li>• Follow Required Pollution Prevention Requirements for “Digging of Dirt”</li> <li>• Follow Required Pollution Prevention Requirements for “Concrete, Paint, Mortar, or Stucco Work”</li> </ul>
<b>Concrete, Paint, Mortar, or Stucco Work</b>	Within or adjacent to the encroachment area, permittee shall: <ul style="list-style-type: none"> <li>• Contain wet mixing areas within confined area</li> <li>• Prevent concrete, paint, mortar or stucco material from migrating into street, sidewalk or storm drain</li> <li>• Properly dispose of waste material generated by work</li> </ul>
<b>Temporary Storage of Materials Outside</b>	Within or adjacent to the encroachment area, permittee shall: <ul style="list-style-type: none"> <li>• Elevate work materials off ground where possible, such as on pallets</li> <li>• Secure tarps over work materials stored outside</li> </ul>
<b>Washing of Material, Equipment, or Surface</b>	Within or adjacent to the encroachment area, permittee shall: <ul style="list-style-type: none"> <li>• Not wash down surfaces unless water is collected and removed or directed to landscape</li> </ul>
<b>Landscaping and Irrigation Systems</b>	Within or adjacent to the encroachment area, permittee shall: <ul style="list-style-type: none"> <li>• Not store landscape materials in street</li> <li>• Prevent dirt from migrating into street, sidewalk, or storm drain</li> <li>• Secure tarps over piles of mulch or soil</li> <li>• Routinely sweep site to remove and properly dispose of dirt generated by work</li> <li>• Not wash down surfaces unless water is collected and removed or directed to landscape</li> <li>• Test irrigation system, preventing overspray and runoff from hard surfaces</li> </ul>

