

## 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
  - 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
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 Excavation 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>.

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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](mailto: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](mailto:Encroachments@cityofsacramento.org).