

CONSTRUCTION ENCROACHMENT PERMIT APPLICATION AND PROCESSING INSTRUCTIONS

Preparation of Application and Submittal Requirements

1. Completed "Construction Encroachment Permit Application" Form

- a). Type or neatly print all information in blanks on the "CONSTRUCTION ENCROACHMENT PERMIT APPLICATION" (See attached form on page 2).

2. Site plan (Submit 4 copies)

- a). Prepare a site plan that is neat, readable, fully dimensioned and inclusive of all site conditions (see attached example on page 3).
- b). Site plan must be drawn to scale on a 8 1/2" x 11" (or larger size) sheet.

3. Traffic Control Plans (Submit 4 copies)

- a). Prepare Traffic Control Plan to comply with California Manual on Uniform Traffic Control Devices (MUTCD), <http://www.dot.ca.gov/hq/traffops/engineering/mutcd/> and City's Sidewalk Closure Policy (See link below). (See attached "TemporaryTraffic Control" for preparation instructions and illustrations on pages 4-9).

4. Building Permits

- a). List all active building permits on "BUILDING PERMIT IDENTIFICATION FORM" (See attached form on page 10)

5. Liability Insurance

- a). Provide proof of liability insurance on "Accord" form and include "ADDITIONAL INSURED ENDORSEMENT" page. City must be named additional insured on the Endorsement.
- b). For insurance requirements refer to "REQUIREMENTS FOR CERTIFICATES OF INSURANCE" (See attached on page 11).
- c). For more information contact the City of Sacramento, Risk Management Office at (916) 808-5556.

6. Permit Deposit/Fee

- a). Minimum Fee is \$300. Projects requiring more than 2 hours of inspection time will be required to pay an additional fee. The fee is based on the customer's bid for work in City right-of-way and/or number of days for the contractor to complete the work.

7. Trench Cut Fees (if applicable)

- a). An additional fee is charged for work involving trenching within the roadway. Please contact Development Engineering staff for fee amount.

NOTE: Refer to page 12 for General Conditions of Construction Encroachment Permit

Submission to the City

After the applicant has completed above items, the following shall be submitted to Development Engineering Section of Public Works, 300 Richards Blvd., 3rd Floor

- 1. Completed "Construction Encroachment Permit Application" Form**
- 2. 8 1/2" x 11" (or larger size) site plan – 4 copies**
- 3. Traffic Control Plan (also include pedestrian path of travel) – 4 copies**
- 4. List of active building permits for this location**
- 5. Proof of liability insurance on "Accord" Form AND "ADDITIONAL INSURED ENDORSEMENT" page**
- 6. Permit deposit/fee - \$300 MINIMUM FEE**
- 7. Trench Cut Fee (if applicable)**

Work may begin only AFTER the City has issued the "CONSTRUCTION ENCROACHMENT PERMIT"

**INCOMPLETE APPLICATIONS PACKAGES WILL NOT BE
ACCEPTED AND WILL BE RETURNED TO THE APPLICANT**

**CONSTRUCTION ENCROACHMENT
PERMIT APPLICATION**

Permit #

APPLICANT CHECK LIST:

Date of Submittal: _____

<p>APPLICANT (OWNER): _____ PHONE: _____</p> <p>ADDRESS: _____ ZIP: _____</p> <p>I request for permission for my contractor to perform the described work in the City right of way adjacent to my property.</p> <p>SIGNED: _____ DATE: _____</p>

APPLICATION IS HEREBY MADE FOR A CONSTRUCTION ENCROACHMENT PERMIT TO PERFORM THE FOLLOWING:

<p>1. APPLICANT'S WORK ORDER JOB NUMBER: _____</p> <p>2. LOCATION OF WORK: _____ between _____</p> <p align="center">Name of Road / Address Cross Road</p> <p>3. PROJECT DESCRIPTION: _____</p> <p>4. GENERAL DESCRIPTION OF WORK TO BE DONE (IF APPLICABLE):</p> <p>(a) EXCAVATIONS: _____</p> <p align="center">Width Depth Length Surface Material</p> <p>(b) PIPE/CONDUIT: _____</p> <p align="center">(Type of pipe/conduit: PVC, RPC, etc.) Diameter (Conveying: Water, Gas, etc)</p> <p>(c) OTHER: _____</p> <p>5. ESTIMATED START DATE: _____ DAYS FOR COMPLETION: _____</p> <p>6. CONTRACTOR'S INFORMATION:</p> <p>NAME OF FIRM: _____ PHONE NO.: _____</p> <p>CONTACT NAME: _____ EMAIL: _____</p> <p>ADDRESS: _____ LICENSE NO.: _____</p>
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- APPLICANT CHECK LIST:**
- Completed "Construction Encroachment Permit Application" Form
 - Site Plan - 4 copies
 - Traffic Control Plan (also include pedestrian path of travel) - 4 copies
 - List of active building permits for this location
 - Proof of Insurance - "Accord" form & "Additional Insured Endorsement" page
 - Permit deposit/fee
 - Trench Cut Fee (if applicable)

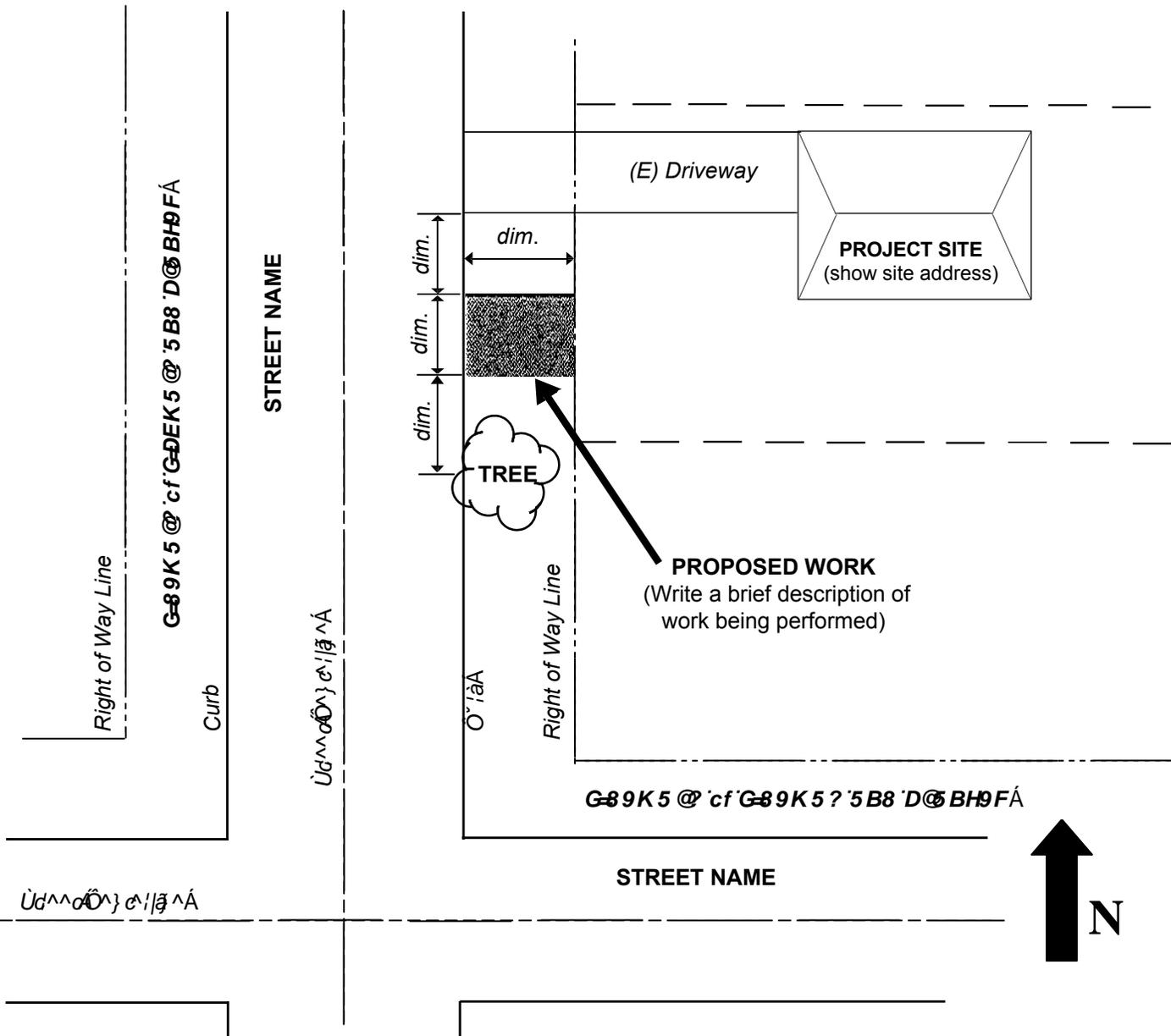
PERMITS WILL BE KEPT ON FILE A MAXIMUM OF 60 DAYS. YOU MUST ACTIVATE YOUR PERMIT BY CALLING THE CONSTRUCTION INSPECTION HELP DESK AT 808-6810, A MINIMUM OF ONE WEEK PRIOR TO THE START OF WORK. ALL REQUESTS FOR ACTIVATION RECEIVED BY MONDAY WILL BE REVIEWED WEDNESDAY OF EACH WEEK. UPON APPROVAL, WORK MAY BEGIN AS EARLY AS SATURDAY. THE CONTACT PERSON FOR THIS PROJECT WILL BE NOTIFIED BY PHONE OR EMAIL.

STAFF USE ONLY

PERMIT FEE	IMPROVEMENT SECURITY	FILE NUMBER	ENGINEER
\$ _____	\$ _____	ENC _____	_____

SITE PLAN REQUIREMENTS FOR CONSTRUCTION ENCROACHMENT PERMIT

- All lettering must be clearly written and legible
- Show North Arrow
- Show Dimensions (*dim.*) of work
- Street Name and name of nearest cross street
- Show Project Site (indicate address)
- Show features that might be impacted by construction activities, such as operation of equipment, utility installation, material storage, excavation, etc.
 - Fire Hydrant
 - Gates/Fences
 - Driveway Location/ramps/curb & gutter/sidewalk/planter
 - Utility Pole
 - Street Light
 - Parking Meters
 - Street Trees (indicate diameter of trunk)
 - Other structures that may affect the proposed work



Temporary Traffic Control

California MUTCD 2012 Edition
(FHWA's MUTCD 2009 Edition, as amended for
use in California)

Notes for Figure 6H-28—Typical Application 28 Sidewalk Detour or Diversion

Standard:

- 1. When crosswalks or other pedestrian facilities are closed or relocated, temporary facilities shall be detectable and shall include accessibility features consistent with the features present in the existing pedestrian facility.**

Guidance:

2. Where high speeds are anticipated, a temporary traffic barrier and, if necessary, a crash cushion should be used to separate the temporary sidewalks from vehicular traffic.
3. *Audible information devices should be considered where midblock closings and changed crosswalk areas cause inadequate communication to be provided to pedestrians who have visual disabilities.*

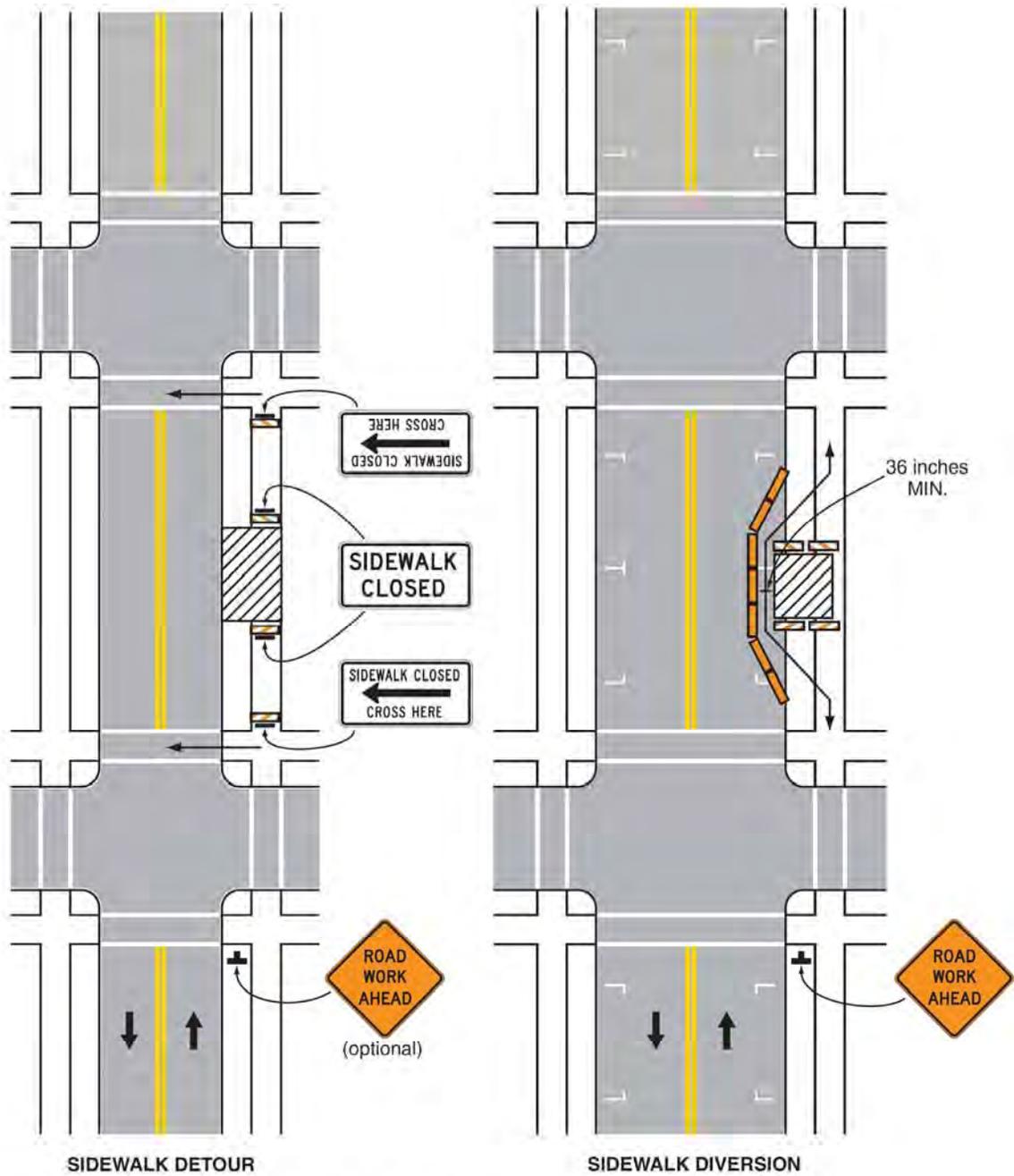
Option:

4. Street lighting may be considered.
5. Only the TTC devices related to pedestrians are shown. Other devices, such as lane closure signing or ROAD NARROWS signs, may be used to control vehicular traffic.
6. For nighttime closures, Type A Flashing warning lights may be used on barricades that support signs and close sidewalks.
7. Type C Steady-Burn or Type D 360-degree Steady-Burn warning lights may be used on channelizing devices separating the temporary sidewalks from vehicular traffic flow.
8. Signs, such as KEEP RIGHT (LEFT), may be placed along a temporary sidewalk to guide or direct pedestrians

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Figure 6H-28. Sidewalk Detour or Diversion (TA-28)



Typical Application 28

Note: See Tables 6H-2 and 6H-3 for the meaning of the symbols and/or letter codes used in this figure.

IMPORTANT NOTE: Sidewalk (Pedestrian) Detour or Diversion shall be ADA compliant and shall comply with City of Sacramento "Sidewalk Closure Policy".

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Notes for Figure 6H-6—Typical Application 6 Shoulder Work with Minor Encroachment

Guidance:

1. All lanes should be a minimum of 10 feet in width as measured to the near face of the channelizing devices.
2. The treatment shown should be used on a minor road having low speeds. For higher-speed traffic conditions, a lane closure should be used.

Option:

3. For short-term use on low-volume, low-speed roadways with vehicular traffic that does not include longer and wider heavy commercial vehicles, a minimum lane width of 9 feet may be used.
4. Where the opposite shoulder is suitable for carrying vehicular traffic and of adequate width, lanes may be shifted by use of closely-spaced channelizing devices, provided that the minimum lane width of 10 feet is maintained.
5. Additional advance warning may be appropriate, such as a ROAD NARROWS sign.
6. Temporary traffic barriers may be used along the work space.
7. The shadow vehicle may be omitted if a taper and channelizing devices are used.
8. A truck-mounted attenuator may be used on the shadow vehicle.
9. For short-duration work, the taper and channelizing devices may be omitted if a shadow vehicle with a activated high-intensity rotating, flashing, oscillating, or strobe lights is used. a
10. Vehicle hazard warning signals may be used to supplement high-intensity rotating, flashing, oscillating, or strobe lights.

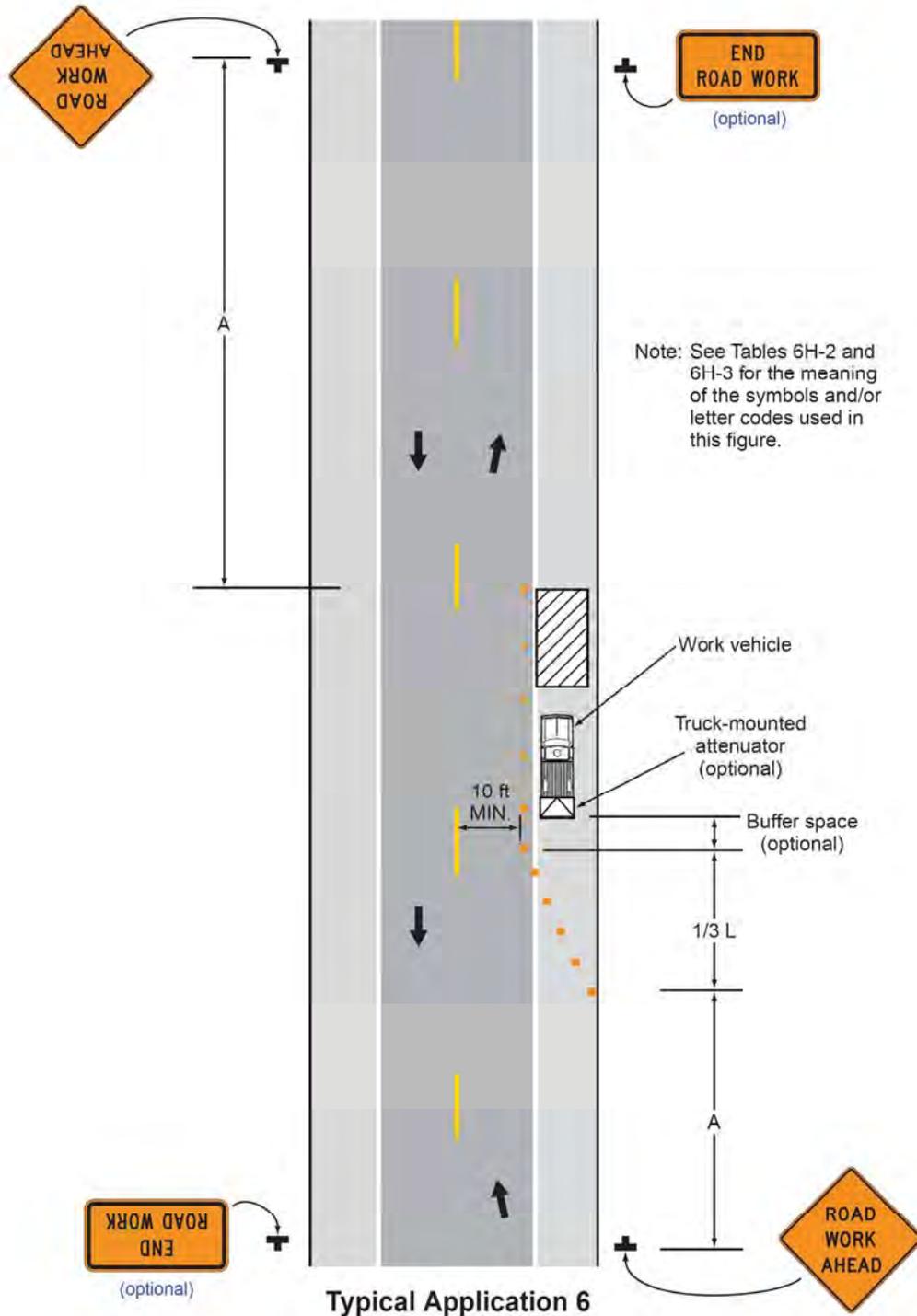
Standard:

11. **Vehicle-mounted signs shall be mounted in a manner such that they are not obscured by equipment or supplies. Sign legends on vehicle-mounted signs shall be covered or turned from view when work is not in progress.**
12. **Shadow and work vehicles shall display high-intensity rotating, flashing, oscillating, or strobe lights.**
13. **Vehicle hazard warning signals shall not be used instead of the vehicle's high-intensity rotating, flashing, oscillating, or strobe lights.**
14. **Note 3 shall not be applicable for State highways. Note #1 shall be used instead for State highways.**

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Figure 6H-6. Shoulder Work with Minor Encroachment (TA-6)



IMPORTANT NOTE: When existing accommodations for bicycle travel are distributed or closed in a long-term duration project and the roadway width is inadequate for all bicyclists and motor vehicles to travel side by side, the Bicycle Crossing (W11-1) sign and the SHARE THE ROAD (W16-1P) plaque should be used to advise motorists of the presence of bicyclists in the travel way lanes.

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Table 6H-1(CA). Index to Typical Applications

Typical Application Description	Typical Application Number
Work affecting Pedestrian and Bicycle Facilities (see Section 6G.05)	
Shoulder Closure on Urban (Low Speed) Locations to Accommodate Bicyclists	TA-101(CA)
Lane Closure on Freeway, Expressway, Rural and Urban (High Speed) Locations to Accommodate Bicyclists	TA-102(CA)
Detour for Bike Lane on Roads with Closure of One Travel Direction	TA-103(CA)
Right Lane and Bike Lane Closure on Far Side of Intersection	TA-104(CA)
Work Within the Traveled Way of a Two-Lane Highway (see Section 6G.10)	
Lane Shift on Road with Low Traffic Volumes	TA-105(CA)

Table 6H-2. Meaning of Symbols on Typical Application Diagrams

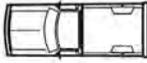
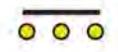
	Arrow board		Shadow vehicle
	Arrow board support or trailer (shown facing down)		Sign (shown facing left)
	Changeable message sign or support trailer		Surveyor
	Channelizing device		Temporary barrier
	Crash cushion		Temporary barrier with warning light
	Direction of temporary traffic detour		Traffic or pedestrian signal
	Direction of traffic		Truck-mounted attenuator
	Flagger		Type 3 barricade
	High-level warning device (Flag tree)		Warning light
	Longitudinal channelizing device		Work space
	Luminaire		Work vehicle
	Pavement markings that should be removed for a long-term project		

Table 6H-3. Meaning of Letter Codes on Typical Application Diagrams

Road Type	Distance Between Signs**		
	A	B	C
Urban (low speed)* - 25 mph or less	100 feet	100 feet	100 feet
Urban (low speed)* - more than 25 mph to 40 mph	250 feet	250 feet	250 feet
Urban (high speed)* - more than 40 mph	350 feet	350 feet	350 feet
Rural	500 feet	500 feet	500 feet
Expressway / Freeway	1,000 feet	1,500 feet	2,640 feet

** The column headings A, B, and C are the dimensions shown in Figures 6H-1 through 6H-46. The A dimension is the distance from the transition or point of restriction to the first sign. The B dimension is the distance between the first and second signs. The C dimension is the distance between the second and third signs. (The "first sign" is the sign in a three-sign series that is closest to the TTC zone. The "third sign" is the sign that is furthest upstream from the TTC zone.)

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Table 6H-4. Formulas for Determining Taper Length

Speed (S)	Taper Length (L) in feet
40 mph or less	$L = \frac{WS^2}{60}$
45 mph or more	$L = WS$

Where: L = taper length in feet
W = width of offset in feet
S = posted speed limit, or off-peak 85th-percentile speed prior to work starting, or the anticipated operating speed in mph

**Table 6H-4(CA). Taper Length Criteria for Temporary Traffic Control Zones
(for 12 feet Offset Width)**

Speed* S (mph)	Minimum Taper Length** for Width of Offset 12 feet (W)			
	Merging L (feet)	Shifting L/2 (feet)	Shoulder L/3 (feet)	Down Stream (feet)***
20	80	40	27	50
25	125	63	42	50
30	180	90	60	50
35	245	123	82	50
40	320	160	107	50
45	540	270	180	50
50	600	300	200	50
55	660	330	220	50
60	720	360	240	50
65	780	390	260	50
70	840	420	280	50

* - Posted speed limit, off-peak 85th-percentile speed prior to work starting, or the anticipated operating speed in mph.

** - For other offsets use the following merging taper length formula for L:

For speeds of 40 mph or less, $L = WS^2/60$

For speeds of 45 mph or more, $L = WS$

Where: L = taper length in feet
W = width of offset in feet
S = posted speed limit, off-peak 85th-percentile speed prior to work starting, or the anticipated operating speed in mph

*** - Maximum downstream taper length is 100 feet. See Section 6C.08.

BUILDING PERMIT IDENTIFICATION FORM

Applicant: _____

List all active building permits associated with this address and return this sheet with the permit application:

_____ **Address**

Building Permit # _____

Development Engineering Counter Person:

The above building permits are associated with this permit application. Route this application to the plan checker listed in the commercial database.



ENCROACHMENTS & DRIVEWAY PERMITS
REQUIREMENTS FOR
CERTIFICATES OF INSURANCE

- 1) The City of Sacramento requires all certificates of insurance to be submitted on a standard Accord form or on the insurance company's letterhead. The City does not accept declaration pages. The certificate of insurance must be signed by a legitimate agent.
- 2) The amount of insurance must meet the minimum limits of liability coverage, **General Liability - \$500,000 Combined Single Limit**, set forth in Resolution 81.845.
- 3) The City of Sacramento must be listed as a certificate holder.
- 4) "The City of Sacramento, its officials, agents, employees & volunteers" must be named additional insured with respects to general liability. An additional insured endorsement must accompany the certificate of insurance.
- 5) The insurance company must have an A.M Best Guide rating of A-VII or better.
- 6) The City of Sacramento requires a valid policy number to be provided by an insurance company that meets the requirements listed above. The City does not accept "binder numbers", "pending", "TBD", "to follow", "to be announced".
- 7) The City requires a 30 day written notice of cancellation to be designated on the certificate of insurance.
- 8) The issue date must be provided on the certificate of insurance as well as the policy's effective and expiration dates.
- 9) For businesses, the company name must be listed. (For example, Smith's Construction or John Smith, Doing Business As Smith's Construction)

If you have any questions on the above, please contact the Risk Management Office at (916) 808-5556.

05/22/07 ml

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APPLICANTS COPY OF GENERAL CONDITIONS

All work is subject to the requirements of Sections 12.12.010 through 12.12.170 of the City Code of the City. Particular attention is directed to the following:

PERMIT – REQUIRED. It shall be unlawful for any person to make or cause to be made any excavation in or under the surface of any public street, alley, sidewalk or any other public place for the installation, repair or removal of any pipe, conduit, duct, tunnel, power pole, or for any other purpose without first obtaining from the city engineer an excavation permit in compliance with this article.

REQUIREMENTS. Before issuing an excavating permit, the city engineer shall require:

(a) A written application for such permit, upon a form to be furnished by the city engineer, to be made and filed with the city engineer, wherein the applicant shall set forth the following.

1. the name and residence or business address of the person making such application;
2. the location and approximate area of the excavation; and,
3. the purpose of the excavation.

The applicant shall attach to the application form a plan showing the location of the proposed excavation, the dimensions thereof, and such other details as the city engineer may require to be shown upon such plan.

At the time the permit is issued, a nonrefundable fee in an amount established by resolution of the city council shall be paid, provided, however, that in any case where the city engineer determines the fee to be inappropriate based on the amount of work to be done to process the application, or for other good cause shown, the city engineer may waive the fee, in whole or part. No fees shall be charged for excavation permits for power poles.

Notwithstanding the foregoing, excavation by legally authorized utilities for service connections or for the location of trouble in conduits or pipes shall be according to the paragraph below titled "Blanket Permits".

ISSUANCE. (a) Upon receiving a written application for an excavation permit and a plan, the city engineer shall set forth all requirements, approve or disapprove the application, sign and return it to the applicant. Excepting only excavations described below as Emergency Excavations or authorized under Blanket Permits, one (1) day prior to start of the work, the applicant shall telephone the division and request a permit number, informing the City the date the work will commence. A permit number shall then be assigned to the job and a permit shall be sent to the applicant.

(b) No permit shall be transferable and shall be void unless the excavation to be made pursuant thereto is commenced within ten (10) days from the date of its issuance and the work diligently completed.

(c) Each permit shall state a time when all the work to be done thereunder shall be completed. The city engineer may grant extensions of time, provided satisfactory reasons thereof are presented by the applicant.

COMPLIANCE WITH SAFETY REGULATIONS. The applicant shall be responsible to comply with all current federal and state safety regulations.

EXCAVATIONS NOT IN ACCORDANCE WITH PERMIT DECLARED UNLAWFUL.

(a) It shall be unlawful for any person to make, cause or permit to be made, any excavation, or to install, cause or permit to be installed any tank, pipe, conduit, duct, tunnel, power pole, or other utility or appliance in or under the surface of any public street, alley, sidewalk or other public place, at any location, other than that described in the application for the excavation permit and as shown on the plans filed with the city engineer by such persons, and in accordance with the requirements of the permit. If the circumstance appearing after the excavation is commenced make it impossible to comply with the permit, the city engineer may grant a waiver to take such circumstances into account.

(b) Failure to comply with requirements set forth by the city engineer on any permit shall be cause for revocation of said permit until such time as violations have been corrected or substitutes have been approved by the city engineer.

OPENING AND BACKFILLING TRENCHES. (a) No trench shall be opened in any street for the purpose of laying pipes, conduits or ducts more than four hundred (400) feet in advance of the pipe, conduit or ducts being placed in the trench, except in the case of emergency, and only after the consent of the city engineer has been obtained.

(b) All trenches shall be backfilled to meet city standards for compaction, and the old torn up pavements and other rubble shall be removed, together with any surplus excavated material, within three (3) working days from the time such material is placed upon the street. After backfilling is completed, and prior to repaving the cut, the contractor or permittee shall remove all loose paving material and trim the edges of the excavation at the street surface to the satisfaction of the engineer.

(c) Whenever any caving occurs in the sidewalls of any excavation, the pavement above such caving shall be cut away. In no case shall any void under a pavement be filled by any side or lateral tamping.

CLEARING UP STREETS. In every case and at all times, the work of removing from the streets all obstructions, surplus materials, debris and waste matter of every description caused by and accumulated from the excavation shall be the responsibility of the permittee.

REPAIR OF SUNKEN PAVEMENT OVER EXCAVATION. In case the pavement or the surface of the street over any excavation should become depressed or broken at any time within two (2) years after the work has been completed, natural wear of the surface expected, the person who made the excavation shall upon written

notice from the city engineer, immediately proceed to inspect the depressed or broken area to ascertain the cause of the failure. The contractor or permittee shall make repairs to the installation or backfill and have the pavement restored as specified by the city engineer. In case such pavement is not completely restored within ten (10) days after such notice has been given, and unless delayed by a strike or condition beyond control, the city engineer shall then cause the work to be done at the expense of the delinquent person after giving such person twenty-four (24) hours final notice. In such case, the city shall be responsible for any future repairs of that portion of such street repaired by city forces.

FAILURE TO COMPLETE WORK WITHIN SPECIFIED TIME. In case any part of

the work referred to in this article is not completed within the time required except by reason of legal holidays or delays caused by strikes, or unless the city engineer shall notify in writing the person doing the work to complete the same within forty-eight (48) hours after such notice has been mailed or served, the city engineer shall have full power to do such work, or may contract for the performance of such work as will restore the work area to a safe and passable condition until such time as the work can be completed. The cost thereof shall be assessed against the delinquent person or permittee.

EXCAVATIONS, ETC., TO BE UNDER SUPERVISION OF THE CITY ENGINEER.

Any person engaged in making or backfilling any excavation in any public street, alley, sidewalk or other public place, shall at all times while such work is in progress keep at the job locations, the original permit or a copy thereof, and must, on demand, exhibit the same to the city engineer, his authorized representative or any police officer. Such person shall also maintain at such job location, a sign, barricade, or other device bearing his name.

EMERGENCY EXCAVATIONS. Nothing in this article shall be construed to prevent any person maintaining any pipe, conduit, or duct in or under any street, alley sidewalk, or other public place by virtue of any law, ordinance or permit, from making such excavation as may be necessary for the preservation of life or property when the necessity arises, provided that the person making such excavation shall notify the city street maintenance division within one (1) day after the offices of the city are first opened subsequent to such excavation.

BLANKET PERMITS. The city engineer may issue blanket permits for any utility to make excavations for service connections, for the location of trouble in conduits or pipes, for making repairs thereto, or for emergency purposes. Blanket permits shall be issued on a yearly basis only, and will authorize excavation only as stated above. Blanket permits shall not be issued for new installations or facilities.

LIABILITY OF CITY. Neither the City nor any officer or employee thereof shall be held responsible for any damages caused by any excavations made in any street, alley, sidewalk or other public place made by any person under the authority of a permit issued pursuant to the provisions of this article. The person acting pursuant to such permit shall be solely liable for any damage or loss occasioned by any act or neglect in respect to such excavation.

ADDITIONAL REQUIREMENTS FOR CABLE TV FRANCHISEE, PRIVATE PARTIES AND NON-PUBLIC UTILITIES. (a) Cable TV franchisee shall construct facilities in accordance with the Cable System Construction Guidelines which have been approved by the Cable TV Commission and shall be responsible for pavement restoration unless otherwise specified in the permit.

(b) Authorized installations shall, upon demand of the Director of Public Works, be immediately relocated or lowered to avoid potential conflicts. All expenses incurred in relocating, lowering lines, potholing or marking of facilities to determine their exact location after the original installation shall be paid for by the permittee. In case any part of the work referred to in this article is not completed within a time acceptable to the City, the Director of Public Works shall have full power to do such work or may contract for the performance of such work and the cost thereof shall be assessed against the permittee.

(c) Upon completion of underground or surface work and at the discretion of the Director of Public Works, permittee shall furnish as built plans of the installation showing a correct plan view to scale, details and profile showing the locations of all elements based on data obtained in the field during construction.

(d) Permittee shall take out, pay for and maintain during the period in which this permit is in effect, a policy of public liability and property damage insurance protecting himself, his agents and employees against the liability or injury or death sustained or suffered by the public or damage to the property of the public by reason of the work carried on under this permit or the encroachment maintained hereunder. Public liability insurance shall be for the limits of at least \$300,000 for the injuries to one and \$500,00 for injury to more than one person and property damage limits shall be for the sum of \$100,000. The insurance shall be placed with a company satisfactory to the Risk Management Division, prior to the date that work under this permit is commenced. Said policy or policies of insurance shall name the grantor, its officers and employees as additional named insureds and shall contain an endorsement precluding cancellation or reduction in coverage without giving the Risk Management Division at least ten (10) days' notice prior thereto.

(e) If required on the face thereof, the permit shall not be effective for any purpose unless and until the permittee files with the Risk Management Division or granted a corporate surety bond in the amount specified on the face thereof, said bond to fully assure the performance by permittee of all obligations imposed upon permittee under the provisions of the permit.

1. Unless otherwise indicated, working hours are 8:30 a.m. to 4:00 p.m. Mon. – Fri.

2. All work shall conform to the standard specifications for public works construction unless otherwise noted.