CHAPTER 5
Encroachment Permits

Overview

This chapter sets forth the policy and procedures to be followed for issuing encroachment permits related to Street Use, Excavations, Driveways and Traffic Control Permits.

The Division logs and tracks these permits as encroachment permits, and is responsible for their issuance, inspection of the improvements, and for monitoring the warranty provisions. The guidelines outlined define the roles and responsibilities of various staff involved in the issuance and processing of encroachment permits. The following topics are covered:

- Processing Permits
- Inspection, Enforcement and Warranty
- Encroachment Permit Billing and Accounting

It is the Division’s intent to ensure that encroachment permits are issued promptly, the work is completed in accordance with all applicable regulations and City Standards, and all requirements of the construction warranty are met.
SECTION 5-1
Processing Permits

PURPOSE
This section establishes policies and procedures for processing permits related to street use, excavations, driveways, and all other work to be undertaken within the street right of way.

DEFINITIONS / ABBREVIATIONS
EPG ...............Encroachment Permit Group
DOU ...............Department of Utilities
DSD ...............Development Services Department
RCI ...............Resident Construction Inspector
SCI ...............Supervising Construction Inspector
Applicant ..........Individual requesting an encroachment permit. The applicant must be the owner of the facility being constructed, or the developer responsible for constructing any public facility.
Special provisions ......Specific requirements supplementary to the permit drawings and the City Standard Specifications.

POLICY
An encroachment permit is required to perform work within the public right-of-way or to use portions of a street for exclusive purposes per the City Code. Special provisions are included with encroachment permits to provide for public health, safety, and welfare; and to minimize public inconvenience.

Engineered drawings are required for all encroachment permits which will construct new improvements to pre-approved lines and grades. All engineered drawings are to conform to standards contained in the City’s Design and Procedures Manual and are to be signed and stamped by a registered engineer.

With the exception of the DOU of the City of Sacramento, all other entities are required to obtain an encroachment permit when working in the City right-of-way. DOU must obtain an approved traffic control plan from DOT prior to beginning work.

AUTHORITY
The RCIs within the EPG have the delegated authority to prepare special provisions and to issue encroachment permits. The SCI overseeing the EPG has the delegated authority to determine whether engineered drawings are required to process a permit.

The staff in DSD has the authority to approve engineered drawings for encroachment permits. All other approvals associated with the issuance of encroachment permits are under the authority of the EPG.

For additional abbreviations, please see the Abbreviations section at the end of this Manual.
RESPONSIBILITIES

Resident Construction Inspector

The EPG RCI is responsible for processing the permit application (See Attachment 1), reviewing site conditions, calculating trench cut fees, processing traffic control plans, establishing special provisions, and signing and issuing encroachment permits.

The EPG RCI has the responsibility to monitor the expenditure of inspection fees for each encroachment permit and request additional fees, if necessary, from DSD prior to 80% of project completion.

Supervising Construction Inspector

The SCI overseeing the EPG is responsible for overseeing the issuance of permits and the site specific requirements, determining when engineered drawings are required, updating and maintaining standard Special Provisions to be included with all permits, and forwarding all encroachment permits to the Right of Way Manager.

Right of Way Manager

The Right of Way Manager is responsible for reviewing all encroachment permits and for coordinating and resolving any issues between multiple projects.

Development Services Department

DSD staff has the responsibility to review and approve all engineered drawings required for encroachment permits. If the need for engineered drawings is unclear, DSD is to coordinate with the SCI for a final determination.

DSD staff has the responsibility to estimate the proper fees to be paid by the applicant for full cost recovery, and to collect additional fees if requested by the RCI when sufficient funds have not been collected.

PERMIT PROCESS FOR PROJECTS REQUIRING ENGINEERED DRAWINGS

If the SCI receives a permit application which in his/her opinion requires engineered drawings, the SCI will return the permit application to the applicant, and request that the applicant resubmit to the DSD.

The DSD will review the application, plan check the permit to ensure that the improvements are designed to City standards, and forward the permit to Construction Services for issuance. DSD will also collect an engineering fee, trench cut fee, and inspection fee from the applicant before the permit is forwarded. DSD will coordinate with DOT to ensure that the inspection fee is adequate as provided for in the City Code.

The RCI will log and review the application, review site conditions, request a traffic control plan, and issue the permit with special provisions. If the RCI has any concerns or is unsure of the appropriate site specific Special Conditions, the RCI requests the SCI to review the encroachment permit prior to issuance. DOT will also verify that the inspection fees are adequate and request additional fees, if necessary.

PERMIT PROCESS FOR PROJECTS NOT REQUIRING ENGINEERED DRAWINGS

The applicant is to submit a completed encroachment permit form to DOT. Examples of projects not requiring engineered drawings are access to manholes, telephone pole replacements, minor sidewalk replacement, and lane closures. The RCI is to log and review the application, determine site conditions, request a traffic control plan, and issue the permit with special provisions. If the RCI has any concerns or is unsure of the appropriate site specific Special Conditions, the RCI requests the SCI to review the encroachment permit prior to issuance. The RCI will collect the inspection fees as provided for in the City Code.
STANDARD SPECIAL PROVISIONS

Standard Special Provisions are conditions that include general notes on plans, City Code requirements, or revised standards. Standards Special Provisions are to be included with the signed permit. Standard Special Provisions must be updated on a regular basis to include best management practices which provide for public health, safety, and welfare; and minimize public inconvenience.

SITE SPECIFIC SPECIAL PROVISIONS

The RCI reviews the project site, the operations necessary to complete the work, location of businesses and residences, available parking, vehicular and pedestrian traffic, other work being performed in the area, proximity to historical buildings, archeological concerns, ADA compliance, and other issues that may create a need for site specific Special Provisions. All site specific Special Provisions are to be included in the permit.

PERMIT ISSUANCE

When the permit is ready to be issued, the RCI is to contact the contractor and inform him/her of the process to activate the permit, and confirm the anticipated start date. The contractor has 60 days to contact the Construction Section of DOT and begin work. Failure to do so will result in the cancellation of the permit and loss of the application fee.

The contractor activates the permit by calling the Construction Section of DOT with a request to start work. If a traffic control plan is required, the contractor is to provide at least one (1) week for processing his/her schedule to start work. The SCI provides the schedule information to the Right of Way Manager at the weekly Right of Way Management Meeting to coordinate the work. The coordination effort consists of representatives from DOT and DOU, and information provided by Downtown Department, Economic Development, Neighborhood Services, and the Special Events Coordinator from the City Manager’s Office. The information is shared with the representatives to ensure that work, special events and exclusive uses of the right of way do not conflict, causing public inconvenience or disruptions.

If the start date is approved by the Right of Way Manager, the SCI is to contact the applicant to return the approved permit and traffic control plan which indicates the start date and working times.

IMMEDIATE ISSUANCE OF PERMITS

Certain circumstances may require DOT to issue a permit immediately upon review and approval. If the applicant requests immediate issuance, the SCI is to review the circumstances and determine if the permit should be expedited. The SCI is to discuss the matter with the Right of Way Manager (outside of Downtown) or Supervising Engineer (Downtown) prior to issuing the permit to ensure minimal public inconvenience or disturbance.

ATTACHMENT

Attachment 1: Encroachment Permit Application
### Encroachment Permit Application

**CITY OF SACRAMENTO PUBLIC WORKS DEPARTMENT**  
APPLICATION FOR ENCROACHMENT/EXCAVATION  
Encroachment & Construction Inspection Help Desk (916) 808-6810 FAX: (916) 808-7903

<table>
<thead>
<tr>
<th>APPLICATION IS HEREBY MADE FOR AN ENCROACHMENT PERMIT TO PERFORM THE FOLLOWING:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. APPLICANT’S WORK ORDER JOB NUMBER __________________________________________</td>
</tr>
<tr>
<td>2. LOCATION OF WORK: ___________________________________________ between ____________________________</td>
</tr>
<tr>
<td>Name of Road</td>
</tr>
<tr>
<td>3. GENERAL DESCRIPTION OF WORK TO BE DONE:</td>
</tr>
<tr>
<td>(a) Excavations: ____________________  ____________________  _____________________  _______________</td>
</tr>
<tr>
<td>width</td>
</tr>
<tr>
<td>(b) Conduit:  ______________________________  ___________________  ____________________________</td>
</tr>
<tr>
<td>(type:  pvc, metal etc.)</td>
</tr>
<tr>
<td>(c) Other:  _________________________________________    ____________________________________</td>
</tr>
<tr>
<td>( sidewalk, sign, driveway, etc, )</td>
</tr>
<tr>
<td>4. Estimated start date: ___________________________________ Days for completion _____________________________________</td>
</tr>
<tr>
<td>5. Person familiar with details: Name: _________________________ Phone No. ________________________</td>
</tr>
<tr>
<td>6. Applicant’s inspector, contractor, foreman or supervisor as appropriate:</td>
</tr>
<tr>
<td>Name: _________________________ Phone No. ________________________</td>
</tr>
</tbody>
</table>

**APPLICANT CHECK LIST:**

- THREE COPIES OF THE SITE PLAN.
- THREE COPIES OF THE TRAFFIC CONTROL PLAN.
- PEDESTRIAN RIGHT OF WAY IS ADDRESSED ON THE TRAFFIC CONTROL PLAN.
- DESCRIPTION OR SCHEDULE OF WORK TO BE PERFORMED. DAY, WEEK OR SHIFT. (PROGRESS WILL BE MONITORED, REVIEWED AND APPROVED ON A WEEKLY BASIS).

APPLICATIONS WILL BE KEPT ON FILE A MAXIMUM OF 60 DAYS. YOU MUST ACTIVATE YOUR APPLICATION BY CALLING THE ENCROACHMENT & 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.

**DEVELOPMENT USE ONLY**

| PERMIT FEE ORDINANCE #83070 | FILE NUMBER | IMPROVEMENT SECURITY | ENGINEER |
| $________________________ | $________________________ | $________________________ |
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 other public place, for the purpose of laying pipes, conduits or ducts, except as provided for in this article, without a written permit. The permit shall be issued by the city engineer. Each permit shall state a time when all the work to be done thereunder shall be diligently completed.

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 the excavation;
   2. the location and approximate area of the excavation; and,
   3. the purpose of the excavation.

(b) Excepting only excavations described below as Emergency Excavations, authorized under Blanket Permits, one (1) day prior to the start of work, the applicant shall telephone the division and request a permit number, informing the city engineer by such persons, and in accordance with the requirements of the permit.

(c) The permittee shall telephone the division and request a permit number, informing the city engineer by such persons, and in accordance with the requirements of the permit. If the permit is issued, the applicant shall telephone the division and request a permit number, informing the city engineer by such persons, and in accordance with the requirements of the permit.

(d) No permit shall be transferable and shall be void unless the excavation to be made is in or under 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.

EMERGENCY EXCAVATIONS. Nothing in this article shall be construed to prevent any person maintaining any pipe, conduit, or duct, or other utility or appliance, in or under the surface of any public 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 city has been notified of 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 for such excavations.

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 franchisees 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, have available for inspection and testing by any duly authorized representative, all bills incurred in relocating, lowering lines, putting up or removing of any lines, together with any other public place, made by any person under the authority of a permit issued pursuant to the provisions of this article.

(c) Upon completion of underground or surface work and at the discretion of the Director of Public Works, permits shall be issued to cover all work which has been performed in or under the surface of any public street, alley, sidewalk, or other public place.

(d) Permits shall be issued on a yearly basis only for such excavations.

(e) Should the work under this permit be commenced or continued without full and complete assurance of the performance by permittee of all obligations imposed upon permittee, the city shall be responsible for any future repairs of that portion of such street repaired by the 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 have in writing granted a corporate bond 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 permittee.

CITY OF SACRAMENTO PROJECT DELIVERY MANUAL

Section 5-1 Processing Permits

CITY OF SACRAMENTO PROJECT DELIVERY MANUAL

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 other public place for the purpose of laying pipes, conduits or ducts, or 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 excavation;
   2. the location and approximate area of the excavation; and,
   3. the purpose of the excavation.

(b) Each permit shall state a time when all the work to be done thereunder shall be accomplished.

(c) No permit shall be transferable and shall be void unless the excavation to be made is in or under 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.

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, on file, and, in case of failure by the permittee to comply with all current federal and state safety regulations.

Additional Requirements for Cable TV Franchisee, Private Parties and Non-Public Utilities.

(a) Cable TV franchisees 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 responsible for pavement restoration unless otherwise specified in the permit.

(c) 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:

OPENING AND BACKFILLING TRENCHES. 

(a) No trench shall be opened in any street for the purpose of laying pipes, conduits or ducts more than 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 pavement shall be restored.

(c) 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 pavement or the location of the excavation, 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 have control of 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.

1/31/2007
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City of Sacramento Department of Transportation
REQUIREMENTS FOR
CERTIFICATES OF INSURANCE

1) The City of Sacramento requires all certificates of insurance to be submitted on a standard Acord form or on the insurance company's letterhead. The City does not accept declaration pages. The named additional insured endorsement signed by an authorized representative of the insurance carrier must accompany the certificate of insurance.

2) The Insurance Company must either be licensed to do business in the State of California or have a Best Guide Rating of A-VII or better.

3) The City of Sacramento must be listed as the certificate holder as well as an additional insured with respects to General Liability and Automobile Liability. For example, "The City of Sacramento, its officials, agents, employees & volunteers".

4) The City of Sacramento does not accept California Assigned Risk until it is accepted by a valid insurance company which meets the requirements in number (1) above, and is on a standardized Certificate of Insurance form with a valid policy number.

5) For all auto liability insurance, the following information must be listed on the certificate of insurance:

   Taxi Cabs: Cab number(s), the VIN or vehicle identification number(s) and a vehicle description.

   Mobile Vendors: VIN or vehicle identification number(s) and a vehicle description.

   Private Refuse: VIN or vehicle identification number(s) and a vehicle description.

   Tow Trucks: VIN or vehicle identification number(s) and a vehicle description.
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 of Sacramento requires a 30-Day written notice of cancellation to be designated on the certificate of insurance.

8) The Certificate of Insurance must be signed by a legitimate agent.

9) The issue date must be provided on the Certificate of Insurance as well as the policy’s effective and expiration dates.

10) The amount of insurance must meet the minimum requirements as set forth in the applicable City Code.

11) The business or company name must be listed as well as the insured’s name. (For example, Doing Business As or DBA may be used).

If you have any questions on the above, please contact the Risk Management Office at (916) 808-5556.
SECTION 5-2
Inspection, Enforcement and Warranty

PURPOSE
This section defines roles and responsibilities for the inspection of encroachment permits, the enforcement procedures for violations, and the process for warranty inspections.

DEFINITIONS / ABBREVIATIONS
RCI.................Resident Construction Inspector

For additional abbreviations, please see the Abbreviations section at the end of this Manual.

POLICY
The inspection of encroachment permits is to be in accordance with the permit conditions, Special Provisions, engineered drawings, and City Standard Specifications. Encroachment permits are required for persons to perform work in the right of way as required by Title 12 of the City Code. DOT is to enforce these requirements accordingly. Any public improvements constructed under an encroachment permit are to be inspected by DOT staff and its consultants for defective materials and workmanship prior to the expiration of the one year warranty period.

AUTHORITY
The RCIs within the Encroachment Permit Work Group have the authority to inspect and enforce permit conditions, accept the work upon completion, and perform warranty inspections.

RESPONSIBILITIES
Resident Construction Inspector
The RCI is responsible for ensuring that the contractor has a valid permit, the contractor complies with the permit conditions, and has an approved traffic control plan prior to starting work. The RCI is also responsible for warranty inspections within 10 months of acceptance.

Supervising Construction Inspector
The Supervising Construction Inspector is responsible for overseeing the inspection and enforcement of encroachment permits, the warranty inspection process, and the correction of any defective materials or workmanship.

INSPECTION PRACTICES
Encroachment permits are typically issued for smaller projects with shorter duration. The construction standards for encroachment permits are the same as those for CIP and private development projects.

The RCI is to have working knowledge of, and is to apply the construction inspection practices, standards, and guidelines of the Construction Training Manual.

The inspector is responsible for knowing the permit conditions, specifically the special provisions, and being familiar with the construction of a variety of public and private facilities including power poles, overhead lines, telecommunication cabinets, and cable television boxes and electrical vaults.
AUTHORIZATION TO PROCEED

The RCI is to meet with the contractor on site to deliver the permit with the approved traffic control plan (if traffic control is required). The RCI is to review the permit conditions, special provisions, traffic control plans and work schedule with the contractor. The RCI and contractor are to discuss the permit conditions and determine if there are any unresolved issues that need to be addressed before work begins. The issuance of the permit constitutes the authorization to proceed to the contractor.

ENFORCEMENT

All RCIs are responsible for enforcing the encroachment permit conditions and the requirements of the City Code.

All contractors are to have a copy of the Encroachment Permit and Construction Traffic Control Plan on hand at the work site. If the contractor is not able to produce the permit, the RCI is to contact the Supervising Construction Inspector who will then investigate and determine whether the contractor is authorized to perform work at that location.

If the contractor is working without a permit and/or a traffic control plan, the Supervising Construction Inspector is to evaluate the situation and proceed in the City’s best interests. This may include stopping the work and restoring the site to its original condition; securing the site and postponing the work; or, proceeding with certain conditions. For work in the public right-of-way without an approved Traffic Control Plan, an Administrative Penalty may need to be issued to the contractor (See Section 6-3).

In determining the direction to be given, the Supervising Construction Inspector must assess the potential liabilities of both the City and contractor, and direct the contractor accordingly. In most cases, the Supervising Construction Inspector is to direct the contractor to stop work and restore the site to its original condition.

WARRANTY INSPECTIONS

Warranty inspections are required in order to ensure that newly constructed public improvements continue to meet City construction standards related to materials and workmanship for at least one year after acceptance of the work. If a defect in materials or workmanship is found within the warranty period, RCI staff is to notify the Supervising Construction Inspector to cause the defect to be repaired under the warranty.

Pursuant to City Code, the permittee has responsibility to warranty trench cuts beyond the normal one year warranty period, until the time the street is resurfaced or reconstructed.

It is preferred that the RCI who inspected the work covered under a permit also perform the warranty inspection. A warranty inspection list is generated monthly by the Encroachment Permit Group.
SECTION 5-3
Encroachment Permit Billing and Accounting

PURPOSE
This section sets forth guidelines related to encroachment permit billing and accounting practices to ensure full reimbursement of inspection costs.

DEFINITIONS / ABBREVIATIONS

- DOT ...............Department of Transportation
- DSD ...............Development Services Department
- EPG ...............Encroachment Permit Group
- RCI...............Resident Construction Inspector within the Encroachment Permit Work Group issuing the encroachment permit.
- PM .................The Project Manager within the DSD work group reviewing the permit application, establishing and collecting the permit fees.
- CIP Number ...A number assigned to an encroachment permit project used to capture time and costs to be reimbursed.
- Job Number ...A number assigned to an encroachment permit project used to track time and costs to be reimbursed at a later date. Used when a CIP number has not been assigned.

For additional abbreviations, please see the Abbreviations section at the end of this Manual.

POLICY
The cost of construction inspection services provided by DOT related to encroachment permits is to be fully reimbursed to the extent provided for in the City Code.

AUTHORITY
The PM has the authority to determine and collect the fees for inspection services related to encroachment permits. The PM also has the authority to set up a CIP number using DSD funds and to authorize direct billing.

RESPONSIBILITIES

Development Services Department
DSD provides engineering review, billing, and accounting for encroachment permits requested by developers, public utilities and outside agencies. Permits requiring engineering drawings are approved by DSD. DSD is also responsible for determining and collecting fees.

Department of Transportation
- Provides inspection for privately constructed infrastructure in the public right of way and within utility easements dedicated to the City for use by public utility companies.
- Monitors the cost of inspection and administration services to ensure that it is within the fee amounts collected. In cases where the costs of services will exceed the original fee deposit, the DOT inspector is responsible for requesting
the additional fee needed from DSD in a timely manner.

- Monitors the cost of inspection and administrative services on billable (revolving) accounts, such as utility company accounts, to ensure that charges are reasonable and appropriate for the services provided.

**Supervising Construction Inspector**

- Ensures that all supporting documentation hours billed, i.e. time cards, permit numbers, and daily inspection reports, is provided to utility companies and outside agencies as requested.
- Assists the DSD PM in determining the fee to be collected as requested.

**Resident Construction Inspector**

Reviews the inspection fee budget to ensure that it is adequate for the services to be provided.

**Project Manager**

Oversees encroachment permits that require engineering, collects the inspection fees, and sets up a billable account.

**Supervising Engineer**

Contracts with consultant inspectors, and reviews and approves the payment of consultant invoices. The SE forwards the approved invoice to the DSD Account Clerk for payment.

**DSD Account Clerk**

The Account Clerk in DSD is responsible for processing the consultant invoices for Billable Encroachment Permits.

**BILLABLE ACCOUNTS**

Projects using Billable Accounts are set up in advance, assigned a CIP number and invoiced monthly by the DSD Account Clerk.

Public utility companies and other outside agencies may enter into agreements to provide for the reimbursement of plan check and inspection costs through a billable account. If a utility company requests a billable account and the PM determines that a billable account is in the best interest of the City, the PM is to request a CIP number (See Attachment 1 - Development Fund CIP Numbers). The CIP number is then included with the approved permit application and delivered to the EPG for issuance. DSD is responsible for billing the public utility companies or outside agencies on a regular basis to ensure that invoices are paid.

The DSD Account Clerk is to transfer consultant charges for each permit number the consultant worked on to a CIP invoice for the utility company or agency being billed. If an agency is behind on its payments to DSD, the DSD Account Clerk is to inform the Supervising Construction Inspector within the EPG to contact the utility or agency to request payment before inspecting further work.

**REIMBURSEMENT OF CITY COSTS FOR NON-BILLABLE ACCOUNTS (P701 AND P703)**

Projects using Non-Billable Accounts are set up when a deposit is made up front and the City bills against the account. A CIP number is assigned.

The PM is to determine the deposit or fee pursuant to City Council Resolution and City Code, collect the fees, and deposit them into either P701 (Driveway Permits) or P703 Miscellaneous Permits.) The RCI is to review the encroachment permit to determine if the fees collected are sufficient to reimburse DOT for inspection costs. If the fees are not sufficient, the RCI is to discuss the expected costs with the PM and request additional funds.
The Supervising Construction Inspector overseeing the EPG is to provide the number of hours available for inspection to the RCI assigned to the permit. The RCI should make a reasonable effort to work within the hours specified and inform the Supervising Construction Inspector if more hours are needed.

The DSD Account Clerk is to break down consultant invoices and transfer charges to P701 and P703 to pay the invoices. The Supervising Construction Inspector within the EPG is to monitor these Development Fund CIP numbers to ensure adequate funds are available to reimburse DOT for inspection costs.

**DRIVEWAY PERMITS AND MISCELLANEOUS ENCROACHMENT PERMITS (JN:7358 & JN:7359)**

City Code provides a set fee for driveway permits and miscellaneous encroachment permits. These funds are deposited into CIP P701 (driveway permits) and P703 (miscellaneous permits). The set fees do not provide adequate funding to reimburse inspection costs, so these permits are inspected by City staff whenever possible to minimize costs.

Consultant inspectors are to charge to the Development CIP numbers and City RCIs are to charge to job numbers 7358 for driveway permits and 7359 for miscellaneous permits. At mid-year and end-year budgets, the DSD Account Clerk is to transfer available funds from P701 and P703 to reimburse DOT for staff costs.

**ATTACHMENT**

Attachment 1: Development Fund CIP Numbers
### Development Fund CIP Numbers

<table>
<thead>
<tr>
<th>CIP</th>
<th>PROJECT NAME</th>
<th>BLANKET PERMIT #</th>
<th>BALANCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>P006</td>
<td>MCI Communications</td>
<td>2006018</td>
<td>-1,534.16</td>
</tr>
<tr>
<td>P007</td>
<td>Frontier Communications</td>
<td>2006006</td>
<td>160.71</td>
</tr>
<tr>
<td>P008</td>
<td>Electric Lightwave</td>
<td>2006001</td>
<td>-6,588.10</td>
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<tr>
<td>P009</td>
<td>Pacific Bell</td>
<td>2006002</td>
<td>-30,333.02</td>
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<tr>
<td>P010</td>
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