

Instructions for Public Works Permit Applicants

Please be aware that Public Works permits, which generally are issued for work within the public right-of-way, typically cannot be issued the same day of application. In addition to the permit fees and application form, additional information is required as generally described below. Thank you for your cooperation.

Licenses: In general, permit applicants should be Contractors who hold appropriate California licenses for the type of work planned. A City Business license is also required. Work in the street generally must be performed by a contractor experienced with street work, such as covered by Contractor Classification A (General Engineering). Property owners are limited to performing sidewalk repair work.

Work requiring trenching must be performed by a contractor experienced with excavation - the following licenses are considered to meet this requirement:

- A (General Engineering)
- C-12 (Earthwork & Paving)
- C-34 (Pipeline)
- D-56 (Trenching), under C-61 Limited Specialties

or, when plumbing or sanitary sewer work is involved -

- C-36 (Plumbing) **plus** Cal OSHA T1 Annual Trench/Excavation Permit
- C-42 (Sanitation System) **plus** T1 Permit

Plans: Some kinds of work, such as driveways, require plans or sketches to show locations and dimensions of the proposed work.

U.S.A. Notification: **At least 2 days before** any excavation or digging, you must contact Underground Service Alert (1-800-227-2600). An approved permit from the City does not alone authorize you to dig! Note that U.S.A. contacts the utilities, who then paint mark locations of main underground facilities; “lateral” service lines are usually not marked and the contractor must locate these by observing sewer cleanouts, valve boxes, meters and other above-ground telltales.

City Inspector Pre-permit site review: In most cases, the City inspector needs to review the location of the work (before a permit is issued) to identify possible conflicts, clearances and survey information.

Sanitary Sewer plumbing work: A West County Wastewater District permit must be obtained before the City will issue a street cut or encroachment permit; contact WCWD at 510-222-6700.

Insurance: Homeowners are limited to performing sidewalk repair work, and must certify that they carry homeowner’s insurance. If the property is a rental unit, the owner is limited to performing sidewalk work and must supply a copy of the insurance certificate covering the property.

Insurance (continued): Contractors will need to provide certificates/proof of Workers Compensation Insurance (or complete Exemption Declaration form) and General Liability Insurance. The General Liability Insurance Company or broker must also provide the City (by fax is OK) with certification that the policy has been endorsed to name the City of San Pablo, its officers, employees, agents and volunteers as additional insureds, as shown in the enclosed **example**. Citing the City as a certificate holder **will not** be sufficient. In most cases, the minimum required limit for general liability coverage is \$1,000,000.

Street Cut Deposits: Excavations and trenching in the City street requires the proper license (see above) plus a deposit as described below:

1. City collects \$500 cash deposit (or evidence of a bond in name of City at a bank to allow permittee to collect interest) for all permittees (except utility co's.)
2. \$500 deposit per street cut; a permittee/contractor may have several street cuts at the same time, provided each is covered by a \$500 deposit.
3. Standard hold period is 6 months from completion of work. At 6 months, City will inspect patch; if OK, deposit can be released. Permittee may request inspection after 3 months (minimum.)
4. If inspection fails, deposit is kept. Alternatively, permittee may re-patch, and the clock is reset for 6 months.
5. If contractor submits a separate check from the property owner for the deposit, the same rules above apply

Sidewalk work deposits

Deposits may be collected where extensive sidewalk work is proposed.

Encroachment Deposits

City may request deposits for encroachment in City right-of-way, such as temporary construction storage containers, to assure repair of damages.

Attachment: example liability insurance document with additional insured clause