



PUBLIC WORKS DEPARTMENT
Office Location: 1600 First Street
Mailing Address: PO Box 660, Napa, CA 94559
(707) 257-9520 Fax (707) 257-9522

ENCROACHMENT PERMIT APPLICATION

APPLICANT INFORMATION (PLEASE PRINT)

Applicant/Company Name: _____
Address: _____ City/State/Zip Code _____
Contact Person: _____ Phone Number: _____

CONTRACTOR INFORMATION: CONTRACTOR LICENSE # _____

Contractor Name: _____ Phone Number: _____
Subcontractor Name: _____ Phone Number: _____

ENCROACHMENT REQUEST (PLEASE PRINT)

Job Address: _____
Describe the work or activity and attach a sketch or plan showing proposed work: _____

Requested Starting Date: _____ Projected Duration or Completion Date: _____
Request to work weekend, night, or holiday: Yes No Approved By: _____

Please read and initial:

*Required general liability insurance, workers' compensation insurance, contractor's license information, and City of Napa business license must be on file with the Public Works Department to process this application. See Permit Application Procedures for details. (initial): _____

*Traffic control plans are required when the work or activity impacts a sidewalk, vehicle lane or bike lane within the public street right of way. Traffic, bicycle and pedestrian control plans must conform to the current California Manual of Uniform Traffic Control Devices. Traffic Control Plans shall be submitted for approval by the City a minimum of five (5) business days prior to the start of work. The California Manual of Uniform Traffic Control Devices is available thru the City of Napa website and on the Caltrans website at http://www.dot.ca.gov/hq/traffops/signtech/mutcdsupp/ca_mutcd2012.htm (initial): _____

*Section 8.08.025 (Construction Activity) of the Napa Municipal Code defines a working day. Construction activities throughout the entire duration of the project shall be limited to the hours of 7:00 a.m. to 7:00 p.m., Monday through Friday. There will be no startup of machines nor equipment prior to 8:00 a.m., Monday through Friday; no deliveries of materials or equipment prior to 7:30 a.m. nor past 5:00 p.m. Monday through Friday. (initial): _____

*Construction on weekends, nights, legal and City holidays must be approved in advance by the Public Works Department. If the request to work outside of the designated hours is approved, the Contractor may be required to pay the cost of providing inspection services for the work performed. (initial): _____

City of Napa
Public Works Department
Encroachment Permit Application Procedures

If you are interested in applying for an encroachment permit from the City of Napa Public Works Department, please be advised that you will need certain items as part of your completed *Encroachment Permit Application*, as described in the following sheets (see attached):

- Part A: Filing Instructions
- Part B: Insurance Requirements
- Part C: Property Owner's Certification In-Lieu of Workers' Compensation Insurance

If after reading the attached sheets completely more information or clarification is needed, City of Napa **Public Works Department staff** can provide information on the appropriate items pertinent to your specific permit application. The Public Works Department, located at 1600 First Street, is open to the public Monday through Friday, from 8:00 AM - 12:00 noon and from 1:00 - 5:00 PM. You can also contact our staff by telephone at (707) 257-9520.

**City of Napa
Public Works Department
Encroachment Permit Application Procedures**

**Part A
Filing Instructions**

Encroachment permit applications shall be submitted to the Public Works Department to allow sufficient time to process the application. A minimum of 24 hours is needed to process a routine permit.

I. Contractor Filing Instructions

Encroachment permit applications shall be submitted by the Contractor who is going to perform the work. The application shall contain the following information:

- a. Contractor's State license number and expiration date
- b. Contractor's City business license number and expiration date
- c. Proof of insurance (see Part B: Insurance Requirements, Section I)
- d. Description of the work or activity to be performed and the estimated starting date

II. Property Owner Filing Instructions

A property owner may apply for an encroachment permit to perform work in the public right-of-way in front of his/her property. The application shall include a copy of all documents required in Part B: Insurance Requirements, Section II, covering all persons proposed to be employed by the property owner.

In-lieu of submitting the document required in Part B: Insurance Requirements, Section II, a property owner may sign the certification form, Part C: Property Owner's Certification In-Lieu of Workers' Compensation Insurance, stating that he/she will not employ any person or contractor in any manner so as to become subject to the workers' compensation laws of California in performing the work in the public right-of-way. This in-lieu document does not eliminate the need for General Liability Insurance and the required endorsement.

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Encroachment Permit Application Procedures**

**Part B
Insurance Requirements**

I. Insurance Requirements For Contractors

Contractor shall provide a Certificate (or Certificates) of Insurance, documenting the following insurance, covering the activities of the Contractor, its employees, agents and subcontractors relating to the encroachment permit. The Encroachment Permit cannot be granted without this insurance documentation.

- a. Commercial General Liability insurance in the amount of \$1,000,000 per occurrence/ \$2,000,000 annual aggregate. The City of Napa shall be named as an additional insured and be provided with 30 days prior written notice of policy cancellation (10 days for non-payment of premium).
- b. Automobile Liability insurance in the amount of \$1,000,000 per occurrence.
- c. Workers' Compensation insurance with statutory limits as required by the State of California Labor Code, or a copy of Contractor's Certificate of Consent to Self-Insure, issued by the Director of Industrial Relations. If the Contractor has no employees, in lieu of this requirement, the Contractor may sign and file the following certification:

"I am aware of the provisions of the California Labor Code Section 3700 which requires every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code before commencing with and during the performance of the work of this encroachment permit."

II. Insurance Requirements For Small Low Risk Projects Involving Homeowners NOT Using A Contractor

Homeowner shall provide a Certificate (or Certificates of Insurance) documenting the following insurance, covering the activities of the Homeowner and any employees relating to the encroachment permit. The Encroachment Permit cannot be granted without this insurance documentation.

- a. General Liability insurance in the amount of \$300,000 per occurrence for work in the public right-of-way estimated to be \$2500 or less, or \$500,000 per occurrence for work estimated to be over \$2500. The City of Napa named as an additional insured and shall be provided with 30 days prior written notice of policy cancellation (10 days for non-payment of premium).
- b. Automobile Liability insurance in the amount of \$300,000 per occurrence for work in the public right-of-way estimated to be \$2500 or less, or \$500,000 per occurrence for work estimated to be over \$2500. *This requirement can be deleted if the homeowner certifies that vehicles will not be used for any of the work.*
- c. Workers' Compensation insurance with statutory limits as required by the State of California Labor Code. *This requirement may be deleted if the homeowner certifies that no employees or contractors will be used for the work.* The Part C form must be used for this certification.

**City of Napa
Public Works Department
Encroachment Permit Application Procedures**

**Part C
Property Owner's Certification In-Lieu of Workers' Compensation Insurance**

I, the undersigned, hereby certify that I am the owner/co-owner of the property located at _____, Napa, CA; and I am planning to perform construction in the City public right-of-way in front of the above listed property.

I certify that in the performance of the work for which this permit is issued, I shall not employ any person in any manner so as to become subject to the workers' compensation laws of California. I understand that if I become subject to the workers' compensation provisions of the law of California, I shall forthwith comply with the provisions of Labor Code S3700, or my permit will be deemed revoked.

The construction work is scheduled to begin on _____ and should be completed by _____.

(Type or print name clearly)

Signature Date

Address

City State Zip Code

Phone Number