



CITY OF COSTA MESA

P.O. BOX 1200 • 77 FAIR DRIVE • CALIFORNIA 92628-1200

FROM THE DEPARTMENT OF PUBLIC SERVICES/ENGINEERING DIVISION

CITY OF COSTA MESA PUBLIC SERVICES DEPARTMENT

ENCROACHMENT PERMIT REQUIREMENTS

48 HOURS MINIMUM REQUIRED FOR PROCESSING PERMIT

IN ORDER TO APPLY FOR AN ENCROACHMENT PERMIT FOR WORK WITH IN THE PUBLIC RIGHT-OF-WAY, THE FOLLOWING INFORMATION IS THE MINIMUM THAT MUST BE SUBMITTED:

1. Detailed drawing showing proposed work (3 copies) to be approved by Engineering Division prior to permit issuance.
2. Contractor's Information. Work within the public right-of-way must be performed by a licensed contractor qualified for such work. Contractor's information to be submitted as follow:
 - A. Contractor's name, address, phone number
 - B. 24-hour emergency contact name and phone number
 - C. Copy of State Contractor's License Number
 - D. Copy of Contractor's Certificate of Insurance dated with 30 days (see back for Insurance Requirements)
 - E. City Business License Number
3. Proposed start and completion date of work.
4. DIG ALERT Ticket No. (Call 1-800-227-2600 to obtain Ticket No.)
5. Permit fees and deposit (if required, see fee schedule).
6. If lane closure is proposed applicant must submit traffic control plans to be approved by the Transportation Services Division prior to permit issuance.

Other submittals may be required depending on nature of job. Please contact the Engineering Division at 914-754-5323 for additional information.

City of Costa Mesa, Department of Public Services
Application and Permit for Work Described Below

PERMIT NO.

VENDOR NO.

Address or Location of Work _____ Date _____

Type of Work to be Done _____

Start Date _____ Permit Not Valid After _____ (Expiration Date) Plan No. _____

Contractor's Name _____ Address _____

Telephone No. (Day) _____ (Night) _____ City and State _____

State License No./Class _____ City Business License No. _____

Applicant's Name _____ Address _____

Telephone No. _____ Developer's Name _____ Telephone No. _____

Name of Insurance Co. _____ Insurance Cert. No.(s) _____

24-Hour Emergency Contact _____ Telephone No. _____

<p align="center">FEES</p> <p>Bond \$ _____</p> <p>Cash Deposit \$ _____</p> <p>Issuance \$ _____</p> <p>Inspection \$ _____</p> <p>TOTAL \$ _____</p>	<p>48 HOURS MINIMUM REQUIRED FOR PROCESSING PERMIT</p> <p>Account # </p>	<p align="center">PERMIT APPROVED FOR CITY ENGINEER</p> <p>By _____</p> <p>Date _____</p> <p>Underground Service Alert ID No. _____</p>
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Permittee shall contact the City Inspector's office (754-5025) at least 24 hours prior to commencing any work. Failure to obtain proper inspections prior to commencement of work may be cause for its rejection. **THIS PERMIT WITH APPROVED PLANS MUST BE ON THE JOB AND AVAILABLE TO CITY REPRESENTATIVES AT ALL TIMES.** You are guided by Municipal Code Sections 1-33, 15-25-,15-27, 15-27.1, 15-39 and 15-48.

THE UNDERSIGNED PERMITTEE HEREBY CERTIFIES:

1. That all work shall be performed in accordance with the Standard Specifications for Public Works Construction (latest edition); Standard Drawings of the City of Costa Mesa; special agency provisions; and all applicable laws and ordinances.
2. Control of traffic shall conform to the **Work Area Traffic Control Handbook (W.A.T.C.H.)** (latest edition). The permittee shall furnish and/or install all signs, lights, barricades, traffic control or warning devices, flagmen and flashing arrow board. The permittee shall obtain approval of the Transportation Services Engineer for all street closures, detours, turn restrictions, parking prohibitions and methods of accommodating traffic. The permittee shall notify Emergency, Fire and Police services and residents or businesses twenty-four (24) hours in advance of any access limitation or traffic restrictions.
3. That a maximum of _____ lane(s) may be closed if necessary to perform work within the public right of way during the hours of **8:30 a.m. - 3:30 p.m. Monday through Friday** as long as traffic can be maintained in each direction with flagmen unless otherwise approved by the Transportation Services Engineer.
4. That throughout all phases of construction the work site shall be kept clean and free of rubbish, debris and dust and drainage shall be maintained.

SUBJECT TO THE NOTES BELOW: (Inspection fees over the basic inspection time will be billed at the approved hourly rate.)

1. City will provide inspection between 7:30 a.m. and 3:00 p.m., Monday through Friday (except on City observed holidays).
2. Prior to placing Portland Cement Concrete or Asphalt Concrete (A.C.), the following will have been inspected and approved; native and imported .
3. **Curb and gutter shall not be removed on the day prior to a weekend or a City observed holiday.**
4. Fill in areas left by curb and gutter removal flush with the adjacent pavement on the same day that removal occurs.
5. Bore under all streets, curbs and gutters, sidewalks, cross-gutters and driveway approaches. Tunneling is not allowed.
6. Open excavations must be backfilled or plated with spikes and A.C. tacked around edges during non-working hours.
7. Sidewalk shall be constructed per City of Costa Mesa Standard Drawing No. _____.
8. Driveway approach shall be constructed per City of Costa Mesa Standard Drawing No. _____.
9. No traffic allowed on concrete for minimum of seven days for curing. See traffic control above.
10. Trench compaction and resurfacing shall conform to City of Costa Mesa Standard Drawing No. 813.
11. Trenches exceeding five (5) feet in depth require a permit from the Division of Industrial Safety, State of California.
12. Permittee shall pay for all S.E., compaction and materials tests deemed necessary by the City.
13. All trenches shall be permanently patched within ten (10) days of completion of work below subgrade.
14. Permittee shall provide the City with record drawings of permitted work before final inspection by the City.
15. Permittee understands and agrees to the hold-harmless agreement required by CMMC Section 15-27 and printed on the reverse of this application.
16. Other: _____

NOTICE: Contractor must notify the following Utility Companies two working days before starting work:

Costa Mesa Sanitary District
(714) 631-1731

Mesa Consolidated Water District
(714) 631-1200

UNDERGROUND SERVICE ALERT
Toll Free - 1-800-422-4133; After Hours & Holidays - (714) 739-3031; (213) 621-311

INSPECTION RECORD		Inspector of Records:	<p>CERTIFICATE OF INSPECTION I hereby certify that the street work allowed by this permit has been constructed according to the plans and specifications and I hereby accept the work in this manner.</p> <p>By: _____ Inspector</p> <p>_____ Date</p>
Date	Remarks	Remarks	

0183-62 ww, rev. 5/96
 White - Inspectors;
 Canary - Engineering;
 Pink - Finance
 Goldenrod - Applicant

I certify I have read and understand all of the above and that all statements made are correct and complete.

Applicant's Signature _____ Date _____

3 COPIES OF SKETCHES OR PLANS ARE REQUIRED PRIOR TO PERMIT ISSUANCE
THIS APPLICATION BECOMES A PERMIT WHEN APPROVED AND VALIDATED



CITY OF COSTA MESA

77 Fair Drive, Costa Mesa, California 92626

To: Encroachment Permit Applicants

PLEASE GIVE THESE REQUIREMENTS TO YOUR INSURANCE AGENT

The City of Costa Mesa requires certificates of workers' compensation, general liability and automobile insurance before you can be issued a permit to encroach on CITY property. All certificates must contain the following:

- ❑ **Certificate Holder** – Certificate must be dated within 30 days of application (see sample). Certificate Holder must be "The City of Costa Mesa".
- ❑ **Workers' Compensation** – Minimum policy limit requirements are \$1,000,000 bodily injury by disease; and \$1,000,000 bodily injury each employee for accident or disease per occurrence. If you have no employees, you must sign a Declaration of Non-employee Status form available from the city. In lieu of a certificate of insurance, a certificate of Consent to Self-Insure issued by the California Director of Industrial Relations is also acceptable.
- ❑ **General Liability** – Minimum policy limit requirement is \$1,000,000 combined single limit coverage with insurance designated "per occurrence." Insurance must include coverage for ongoing operations and completed operations.
- ❑ **Automobile Liability** – Minimum policy limit requirement is \$1,000,000 combined single limit coverage with insurance designated "per occurrence."
- ❑ **Change in Coverages** – The following wording must be added to the policy by endorsement: "Said policy shall not terminate, nor shall it be canceled nor the coverage reduced, until thirty (30) days after written notice is given to CITY."
- ❑ **Excess and Non-contributing** – The following wording must be added to the policy by endorsement: "Any other insurance maintained by the City of Costa Mesa shall be excess and not contributing with the insurance provided by this policy."
- ❑ **Additional Insured Endorsement** – (for General Liability and Automobile only) – This must be a separate attachment naming the City as additional insured. The endorsement must include the policy number and the wording of the additional insured must be exact, stating: "The City of Costa Mesa, and its elected and appointed boards, officers, agents, and employees are additional insureds". ISO Form CG 20 12 07 98, or a comparable equivalent, must be used.

For assistance, please call Jennifer Sommers at (714) 754-5228.

POLICY NUMBER:

COMMERCIAL GENERAL LIABILITY

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**ADDITIONAL INSURED –
STATE OR POLITICAL SUBDIVISIONS - PERMIT**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART.

SCHEDULE

State Or Political Subdivision:

The City of Costa Mesa and its elected and appointed boards, officers, agents, and employees are additional insureds.

(If no entry appears above, information required to complete this endorsement will be shown in the Declarations as applicable to this endorsement.)

Section II – Who Is An Insured is amended to include as an insured any state or political subdivision shown in the Schedule, subject to the following provisions:

1. This insurance applies only with respect to operations performed by you or on your behalf for which the state or political subdivision has issued a permit.
2. This insurance does not apply to:
 - a. "Bodily injury," "property damage" or "personal and advertising injury" arising out of operations performed for the state or municipality; or
 - b. "Bodily injury" or "property damage" included within the "products-completed operations hazard".

Any other insurance maintained by the City of Costa Mesa shall be excess and not contributing with the insurance provided by this policy.

**CITY OF COSTA MESA
USER FEES AND CHARGES
YEAR 2008-2009
PUBLIC SERVICES**

	FEE DESCRIPTION	FEE	COMMENTS
1	Blueprints	\$5	Fee is per page.
2	Construction Access Permit	\$230	
3	Construction Dumpster Permit	\$40	Per site/2 weeks
4	Curb and Gutter Permit	\$365	
5	Curb Drain	\$305	
6	Drainage Fee	\$ See below	Drainage Fee Schedule per City Ordinance No. 06-19
7	Driveway Approach	\$425	
8	Encroachment Permit	\$465	
9	Final Map Check	\$90 / hr	Average processing time 25 hours.
10	Lane Closure Permit	\$220	
11	Oversize Load Permit	\$16	Max per CVC \$16/single trip fee; annual \$90
12	Public R/W Inspection	\$125	Fee is for staff time and starts after 2nd hr.
13	Sidewalk Permit	\$380	
14	Storm Drain Connection	\$425	
15	Street Cut - Arterial	\$390	
16	Street Cut - Local	\$300	
17	Street Improvement Plan Check	\$90 / hr	
18	Trash Hauler Permit Fee	\$610	Includes consultant cost & recycling program costs.
19	Utility Permit	\$265	
20	Vacation/Abandonment of R-O-W	\$150	Nonrefundable \$150 flat fee; Council approved 1/5/04
21	Wheelchair Ramp	\$365	

DRAINAGE FEE SCHEDULE (per acre) Effective January 1, 2009

Low density residential use = \$6,283
 Medium density residential use = \$7,539
 High density residential use = \$10,052
 Commercial/Industrial use = \$11,309