



# CITY OF SIERRA MADRE

Department of Public Works

## Combined Excavation and Encroachment Permit Application

SMMC Chapters 12.12 (Encroachment) and 12.16 (Excavation)

PERMIT NO.

FOR CITY USE ONLY

<b>Date Submitted</b>		<b>Date Received (City)</b>		<b>Received By (City)</b>	
<b>Estimated Start Date</b>	<b>Estimated Completion Date</b>	<b>Assessor Parcel No. (APN)</b>	<b>Business License No.</b>		
<b>Property Address / Work Location</b>			<b>Cross Street(s) / Limits of Work</b>		
<b>Work Order No. (if any)</b>					
<b>Work Type</b>	Excavation	Encroachment	Public Improvement	Emergency Work	
<b>Work Category</b>	Routine Maintenance	Utility Work	Private Development	Capital Improvement	Other

### PART A — APPLICANT, OWNER, PERMITEE, AND CONTRACTOR INFORMATION

Complete all sections. Attach additional sheets as needed. All work performed under this permit is subject to the Standard Permit Conditions included as Exhibit B.

#### Applicant

<b>Applicant Name / Entity</b>	<b>Applicant Phone</b>	<b>Applicant Email</b>
<b>Applicant Address</b>	<b>Principal Place of Business / Relationship to Site</b>	

#### Property Owner (complete if different from applicant)

<b>Owner Name / Entity</b>	<b>Owner Phone</b>	<b>Owner Email</b>
<b>Written owner authorization attached:</b>		
Yes      No      N / A (applicant is owner)		

#### Permittee (party legally responsible for the work)

<b>Permittee Name / Entity</b>	<b>Permittee Phone</b>	<b>Permittee Email</b>
<b>Permittee Address</b>	<b>Principal Place of Business / Relationship to Site</b>	

#### Contractor

<b>Contractor Name / Entity</b>	<b>Contractor Phone</b>	<b>Contractor Email</b>		
<b>Contractor Address</b>	<b>CSLB License No.</b>	<b>License Class</b>	<b>License Exp. Date</b>	
<b>On-Site Superintendent / Field Contact</b>	<b>Superintendent Cell Phone</b>	<b>After-Hours Emergency Contact and Phone</b>		

**PART B — SCOPE OF WORK**

Complete all items that apply. Attach additional sheets for multiple work areas or phased work. All work shall conform to the Greenbook Standard Plans for Public Works Construction, 2021 Edition.

**1. Work Location(s)**

<b>Street / Right-of-Way, Limits, Cross Streets, and Address</b>		
<b>Additional Location (if any)</b>	<b>Approx. Linear Feet Affected</b>	<b>Approx. Square Footage Affected</b>

**2. Right to Occupy (SMMC §12.16.020.A.6)**

<b>Basis for right to use and occupy the public right-of-way (attach documentation if applicable)</b>

**3. Excavation Details (complete if excavation is proposed)**

<b>USA 811 Dig Alert Ticket No.</b>	<b>Ticket Date / Expiration</b>			
<b>Exact Dimensions (L x W x D)</b>	<b>Purpose of Excavation</b>			
<b>Maximum Depth</b>	<b>Trench 5 ft or deeper?</b>		<b>Steel Trench Plates Required?</b>	
	Yes	No	Yes	No

**4. Obstruction / Encroachment Details (complete if encroachment is proposed)**

<b>Location of Obstruction / Encroachment</b>	<b>Purpose of Encroachment</b>
<b>Permitted Hours of Work</b>	<b>Duration (start date / end date)</b>
<b>Nature of Obstruction (equipment / materials)</b>	<b>Special Materials / Space Required</b>
<b>Expected Effects on Traffic / Pedestrians / Access</b>	<b>After-Hours Work? (describe if yes)</b>

**5. Restoration Type**

Asphalt	Concrete	Curb	Gutter
Sidewalk	Parkway	Alley	Gravel / Dirt
<b>Restoration Area (sq ft):</b>	<b>Restoration Performed By:</b>		
	Contractor	City (at applicant cost)	

**6. Traffic, Pedestrian, and Public Access Impact**

Lane Closure	Sidewalk Closure	Parking Restriction
Driveway Access Impact	Full Road Closure	No Closures
<b>Traffic Control Plan:</b>		
Not required	Attached	To be submitted before work begins

**7. Related Permits and Additional Information**

<b>Permit No. / Description of any related permit</b>
<b>Additional information required by the Director of Public Works</b>

**PART C — PLANS, SUBMITTALS, FEES, AND INSPECTION CONTACT**

**8. Plans and Exhibits Attached**

- |  |                                     |
|--|-------------------------------------|
| Plot plan (2 copies for excavation, unless waived) | USA 811 ticket                      |
| Site plan / exhibit — location and extent of work  | Related permit documentation        |
| Improvement plans or standard detail sheets        | Utility coordination notice         |
| Traffic control plan                               | Pre-construction meeting request    |
| Owner authorization (if applicable)                | Additional sheets for phased work   |
| Other supporting plans or exhibits                 | Other agency approvals, if required |

<b>Standard Plan Sheet No(s) / Description of other attached plans or exhibits</b>

**9. Fees and Deposits**

*Fees and deposits are set by City staff under SMMC §12.08.020 and will be recorded on the City Use Only sheet (Part E) at intake or issuance.*

**10. Inspection Scheduling (SMMC §§12.08.020.E, G, H)**

**Required inspections: provide at least 24 hours advance notice before each.**

Sequence: Lines & Grades (City Engineer) · Pre-Construction · Intermediate (as required by City) · Final / Certificate of Acceptance  
 Work shall NOT be covered, paved, or backfilled before inspection approval.  
 Schedule: (626) 355-7135 | permits@sierramadreca.gov | www.sierramadreca.gov

<b>Special inspection notes or pre-construction meeting request</b>

<b>Insurance</b>
Insurance is required before work begins. See Exhibit A for required minimum limits and documentation. Submit Certificate of Insurance, endorsements, and waiver of subrogation to permits@sierramadreca.gov before work begins.

**PART D — ACKNOWLEDGMENT AND SIGNATURES**

*By signing, each signer certifies that the information submitted is true and complete and that the proposed work will be performed in accordance with the Municipal Code, approved plans, inspection requirements, insurance requirements, and the Standard Permit Conditions included in this packet as Exhibit B.*

<b>Applicant Signature</b>	<b>Date</b>	<b>Printed Name and Title</b>
_____ Signature		
<b>Permittee Signature</b>	<b>Date</b>	<b>Printed Name and Title</b>
_____ Signature		
<b>Contractor Signature</b>	<b>Date</b>	<b>Printed Name and Title</b>
_____ Signature		

<b>Submit completed packet to:</b>
City of Sierra Madre — Dept. of Public Works   232 W. Sierra Madre Blvd., Sierra Madre, CA 91024 Email: permits@sierramadreca.gov   Phone: (626) 355-7135   Web: www.sierramadreca.gov

**EXHIBIT A — INSURANCE REQUIREMENTS**

The City assigns the final risk classification. Minimum limits below may be met through primary, umbrella, or excess coverage if the coverage is at least as broad as required by the City. Submit all documentation to [permits@sierramadreca.gov](mailto:permits@sierramadreca.gov) before work begins.

Risk Level	Commercial General Liability (per occurrence / aggregate)	Automobile Liability (per occurrence)
Low Risk	\$1,000,000 / \$2,000,000	\$1,000,000
Moderate Risk	\$2,000,000 / \$4,000,000	\$2,000,000
High Risk	\$3,000,000 / \$6,000,000	\$5,000,000
Very High Risk	\$5,000,000 / \$10,000,000	\$5,000,000

Workers' Compensation: California statutory limits. Employers' Liability: \$1,000,000 per accident, per disease, and policy limit. Professional Liability may be required for design, engineering, or design-build work, as determined by the City.

Required Documentation	Key Coverage Provisions
<ul style="list-style-type: none"> <li>Certificate of Insurance (ACORD 25 or equivalent)</li> <li>Additional insured endorsement(s)</li> <li>Primary and noncontributory endorsement</li> <li>Waiver of subrogation endorsement</li> <li>No-employees certification, if accepted by City</li> <li>Other documentation requested by the City</li> </ul>	<ul style="list-style-type: none"> <li>City of Sierra Madre, its officers, officials, employees, and volunteers must be named as additional insureds.</li> <li>Coverage must be primary and noncontributory to City coverage.</li> <li>Insurers must be authorized in California and acceptable to the City.</li> <li>Subcontractors must maintain equivalent insurance when required.</li> </ul>

**EXHIBIT B — STANDARD PERMIT CONDITIONS**

1. This permit is a license only and does not convey property rights or replace any other required approval.
2. All work shall comply with approved plans, Sierra Madre Municipal Code requirements, current public works standards adopted by the City, and lawful direction from the Director of Public Works, City Engineer, or Street Superintendent.
3. The permittee shall maintain safe traffic control, pedestrian access protection, barriers, warning devices, steel plates, and other safety measures required for the work.
4. Do not cover, pave, or otherwise conceal work before required inspection approval. Provide at least 24 hours advance notice for each required inspection.
5. The permittee shall restore the street, sidewalk, parkway, or other affected improvement to City standards and correct defective work when directed by the City.
6. Trenches 5 feet or deeper must comply with all applicable Cal/OSHA requirements. Emergency excavations performed while City offices are closed must be permitted on the next business day after reopening.
7. To the fullest extent permitted by law, the permittee and contractor shall indemnify, defend, and hold harmless the City of Sierra Madre, its officers, officials, employees, agents, and volunteers from and against all claims, demands, actions, damages, losses, liabilities, and expenses, including attorneys' fees, arising out of or related to the permitted work, but only to the extent caused by the negligent acts, errors, omissions, recklessness, or willful misconduct of the permittee, contractor, or their officers, employees, agents, subcontractors, or anyone acting on their behalf. This obligation shall not apply to the extent any such claim, demand, action, damage, loss, liability, or expense is caused by the active negligence, sole negligence, or willful misconduct of the City or its officers, officials, employees, agents, or volunteers. For purposes of Indemnity and Additional Insured Endorsement requirements, work shall be deemed to be performed for the City if the work is performed for or by parties who have been issued a permit by the City.
8. The Director of Public Works may impose project-specific conditions, require additional deposits, or suspend work for noncompliance or unsafe conditions.

<b>Applicant initials acknowledging review of Exhibit B:</b>	<b>Date:</b>
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