



CITY OF SIERRA MADRE

Department of Public Works

Excavation and Encroachment Permit Application

PERMIT NO.

CITY USE ONLY

Use this application for work in the public right-of-way: excavation, encroachment, or related improvements. SMMC Chapters 12.12 and 12.16.

ABOUT THIS PERMIT

The City owns and maintains the public right-of-way: the street, curb, gutter, sidewalk, parkway, and alley. Before you dig in it, build in it, or place anything in it, you need this permit. It covers two kinds of activity:

Excavation - any digging, trenching, boring, or cutting of pavement, sidewalk, or parkway. Examples: repairing a sewer or water lateral, trenching for a utility connection, replacing a driveway approach, or curb, gutter, and sidewalk work.

Encroachment - placing or keeping anything in the right-of-way, even temporarily. Examples: a dumpster or storage container in the street, scaffolding or fencing over the sidewalk, crane or equipment staging, or construction materials.

Who needs one: any property owner, contractor, or utility doing the work above. Emergency work to protect life or property may begin immediately, but you must apply for this permit by the next business day.

HOW THE PROCESS WORKS

1. Digging? Call USA 811 (or visit california811.org) at least 2 working days before excavation. Keep your ticket number for Part 3.
2. Complete this application and attach your plans and documents (see the checklist in Part 4, item 8).
3. Submit to permits@sierramadreca.gov or in person at 232 W. Sierra Madre Blvd. Staff set fees, deposits, and the insurance risk level.
4. Provide your insurance certificate and endorsements (Part 5) and pay the fees. The City then issues your permit.
5. Give at least 24 hours notice for each required inspection. Do not cover, pave, or backfill work before it passes inspection.

PART 1 — PROJECT AND WORK INFORMATION

Property Address / Work Location

Cross Street(s) / Limits of Work

Assessor Parcel No. (APN)

Description of Work — in your own words, describe what you are doing, where, and how

Estimated Start Date

Estimated Completion Date

Work Order No. (if any)

| | | | | |
|---------------|---------------------|--------------|---------------------|---------------------|
| Type of Work: | Excavation | Encroachment | Public Improvement | Emergency Work |
| Category: | Routine Maintenance | Utility Work | Private Development | Capital Improvement |

The shaded fields below are completed by City staff at intake.

Date Submitted

Date Received

Received By

Business License No.

PART 2 — WHO IS APPLYING

Before you start — fill in every section that applies to you:

Applicant — the person or company requesting this permit. The City sends all notices to the applicant and holds the applicant responsible for the work. When the permit is issued, the applicant becomes the permit holder.

Property Owner — who owns the property or land where work will happen. If you are the owner, check "Same as applicant." If not, attach the owner's written permission.

Contractor — the licensed business doing the physical work. If you are the contractor, check "Same as applicant." If you have not hired one yet, check "Not yet selected."

Applicant *(required — this is who the permit is issued to)*

| | | | |
|-----------------------|----------------------|------------------------|--|
| Name / Company | | Contact Person | |
| <input type="text"/> | | <input type="text"/> | |
| Phone | Email | Mailing Address | |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | |

Property Owner Same as applicant (skip this section)

| | | |
|-----------------------------|----------------------|----------------------|
| Owner Name / Company | Owner Phone | Owner Email |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |

If the applicant is not the owner, is written owner authorization attached?

Yes No N/A — applicant is the owner

Contractor Same as applicant Not yet selected

| | | |
|---|----------------------------------|--|
| Contractor Name / Company | Contractor Phone | Contractor Email |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |
| CSLB License No. | License Class | License Exp. Date |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |
| On-Site Superintendent / Field Contact | Superintendent Cell Phone | After-Hours Emergency Contact and Phone |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |

PART 3 — SCOPE OF WORK

Complete every item that applies. Attach additional sheets for multiple work areas or phased work. All work must conform to the Greenbook Standard Plans for Public Works Construction, 2021 Edition.

1. Work Location(s)

Street / Right-of-Way, Limits, Cross Streets, and Address

Additional Location (if any)

Approx. Linear Feet Affected

Approx. Square Footage Affected

2. Right to Occupy the Right-of-Way

Check the one option that best describes why you are allowed to work in the public right-of-way.

I own the property next to the work area.

I am a contractor hired by the property owner or utility named in Part 2.

Utility with a franchise agreement or state-law authority — identify:

Public agency or special district — identify:

Other — explain and attach documentation:

3. Excavation Details (complete only if excavating)

USA 811 Dig Alert Ticket No.

Ticket Date / Expiration

Exact Dimensions (Length x Width x Depth)

Purpose of Excavation

Maximum Depth

Trench 5 ft or deeper?

Yes

No

Steel trench plates required?

Yes

No

4. Encroachment Details (complete only if encroaching)

Location of Obstruction / Encroachment

Purpose of Encroachment

Permitted Hours of Work

Duration (start date / end date)

Nature of Obstruction (equipment / materials)

Effect on Traffic / Pedestrians / Access

5. Restoration

Surface type to be restored (check all that apply):

| | | | |
|----------|----------|-------|---------------|
| Asphalt | Concrete | Curb | Gutter |
| Sidewalk | Parkway | Alley | Gravel / Dirt |

Restoration Area (sq ft): _____ Performed by: 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 |

Traffic Control Plan: Not required Attached To be submitted before work begins

7. Related Permits and Additional Information

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|---|
| Permit No. / Description of any related permit |
| |
| Additional information required by the Director of Public Works |
| |

PART 4 — PLANS, FEES, AND INSPECTIONS

8. Plans and Documents Attached

| | |
|--|----------------------------------|
| Plot plan (2 copies for excavation, unless waived) | USA 811 ticket |
| Site plan / exhibit showing the work area | Related permit documentation |
| Improvement plans or detail sheets | Utility coordination notice |
| Traffic control plan | Pre-construction meeting request |
| Owner authorization (if applicable) | Other supporting documents |

| |
|--|
| Standard Plan Sheet No(s) / Description of other documents |
| |

9. Fees and Deposits

Fees and deposits are set by City staff under SMMC §12.08.020 and recorded by the City at intake or issuance. Applicants do not need to calculate fees.

10. Inspections

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|--|
| Required inspections — give at least 24 hours notice before each |
| <ul style="list-style-type: none">• Lines & Grades (City Engineer), Pre-Construction, Intermediate (as required), and Final / Certificate of Acceptance.• Do not cover, pave, or backfill any work before it passes inspection.• Schedule: (626) 355-7135 permits@sierramadreca.gov |
| Special inspection notes or pre-construction meeting request |
| |

PART 5 — INSURANCE, CONDITIONS, AND SIGNATURES

Insurance Required Before Work Begins

The City assigns the final risk level. Submit a Certificate of Insurance (ACORD 25), additional insured endorsement, primary & noncontributory endorsement, and waiver of subrogation, as applicable, to permits@sierramadreca.gov. Minimum limits by risk level:

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

Workers' Compensation: California statutory limits. Employers' Liability: \$1,000,000. Professional Liability may be required for design or design-build work.

Standard Permit Conditions

1. This permit is a license only and conveys no property rights.
2. All work must comply with approved plans, the Municipal Code, current City public works standards, and lawful direction from City staff.
3. Maintain safe traffic control, pedestrian protection, barriers, warning devices, and steel plates as required.
4. Do not cover, pave, or conceal work before inspection approval; give at least 24 hours notice for each inspection.
5. Restore the street, sidewalk, parkway, or other improvement to City standards and correct defective work when directed.
6. Trenches 5 feet or deeper must meet Cal/OSHA requirements. Emergency excavations during closures must be permitted the next business day.
7. The applicant and contractor are responsible for claims, damage, and losses from the work to the fullest extent allowed by law, except for the City's sole negligence or willful misconduct.
8. The Director of Public Works may add project-specific conditions, require deposits, or suspend work for noncompliance or unsafe conditions.

Acknowledgment and Signatures

By signing, each party certifies the information is true and complete and agrees to perform the work under the Municipal Code, approved plans, inspection and insurance requirements, and the conditions above.

| | | |
|---|-------------|--|
| Applicant Signature _____ Sign here | Date | Printed Name and Title _____ |
| Contractor Signature _____ Sign here | Date | Printed Name and Title _____ |

Submit this application to:

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