



ENCROACHMENT PERMITS

Submittal Requirements Checklist

The following items are required to obtain an encroachment permit with the City of Madera for work within the public right-of-way.

CHECKLIST:

- _____ **APPROVED CONSTRUCTION PLANS IF PLANS ARE REQUIRED AS A CONDITION OF PROJECT DEVELOPMENT**
- _____ **APPROVED TRAFFIC CONTROL PLAN IF WORK REQUIRES A STREET/LANE CLOSURE ON A COLLECTOR OR ARTERIAL STREET**
- _____ **CONTRACTOR'S LICENSE FOR WORK TO BE PERFORMED**
- _____ **CITY BUSINESS LICENSE**
- _____ **ADEQUATE GENERAL LIABILITY INSURANCE AND ENDORSEMENT AS OUTLINED IN ATTACHMENT A**
- _____ **PERMIT FEES**
- _____ **CASH BOND, CONTRACTOR'S LICENSE BOND, IRREVOCABLE LETTER OF CREDIT OR APPROVED SURETY**

General Guidelines

Any work or other obstruction in, over or on any public sidewalk, street, avenue, alley or public place in the City that requires inspection to ensure City owned facilities have been constructed to City standards or that creates a liability due to obvious safety concerns of the proposed activity requires an Encroachment Permit. Per Madera Municipal Code *"No person shall grade, prepare, subgrade, pave, excavate, or construct sewers, drains, curbs, gutters, driveways, sidewalks, manholes, catch-basins or similar structures or works in any street, alley, or way, which street, alley, or way is dedicated or proposed to be dedicated for public use, within the city unless and until a permit for the work has been issued by the Department in accordance with the provisions of this chapter."* (61 Code, § 7-3.02) (Ord. 37 C.S., passed 12-4-62)

- Contractors working in the public right-of-way must have a Class A license or the appropriate specialty license(s) for the work to be performed. Per Madera Municipal Code, *"The person responsible for any work performed under the provisions of this chapter shall be licensed in accordance with the provisions of Cal. Bus. & Prof. Code Chapter 9 of Division 3 for the type or kind of work being performed."* (61 Code, § 7-3.07) (Ord. 37 C.S., passed 12-4-62)

-Minimum \$164.00 for permit -OR- Itemized amount as set forth in the Master Fee Schedule for jobs that exceed the minimum fee when itemized.

-Minimum \$500.00 bond for work. The contractor's bond is acceptable for work valued under \$12,500. If cash bond is given, it is refundable upon final inspection and acceptance of the work. This can take up to 30 days to process. Please call the number indicated on your permit at least 24 hours in advance for your inspection otherwise the inspector may have trouble scheduling a visit.

- If there are any construction related questions that cannot be resolved in the office, a no-fee, courtesy pre-inspection may be requested. The pre-inspection is commonly used when there are unique circumstances or obstacles involved or the work to be done varies from City Standards.

- A permit will be issued based on approved plans when plans are required as a condition of project development.

-Contractors performing work for compensation must have an active City of Madera Business License before a permit can be issued.

-Contractor must comply with the insurance requirements in Attachment A: Insurance Requirements for Individuals and Contractors Working in the Public Right-of-Way

-If work requires a street/lane closure on a collector or arterial street, a traffic control plan must be submitted and approved by Engineering Department before your permit can be approved.

-Once all of the above conditions are met, your permit will be approved and you will be sent to the Finance Department to pay for your permit. Please leave the white copy in Finance and return the other copies to Engineering.

-The Engineering Division is open Monday through Friday from 8:00am until 5:00pm. We are closed for lunch from 12:00pm until 1:00pm.

I have read, understand, and agree to the terms and conditions of this document and the City of Madera Encroachment Permit. If the Permit Application is being made on behalf of a business, I certify that I am authorized to execute contracts on behalf of the business.

Print Name

Signature

Date

Business Name, Address and Telephone Number:

Insurance Requirements for Individuals and Contractors Working in the Public Right-of-Way

For the purposes of this document, any individual or contractor seeking a permit to work in the public right-of-way will be referred to as “Contractor.” Contractor shall procure and maintain for the duration of the project insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work identified in the applicable encroachment permit and the results of that work by the Contractor, his agents, representatives, employees or subcontractors.

Minimum Scope and Limits of Insurance

Contractor shall maintain limits no less than:

- \$1,000,000 General Liability (including operations, products and completed operations) per occurrence for bodily injury, personal injury and property damage at least as broad as Insurance Services Office (ISO) Commercial General Liability coverage (occurrence Form CG 00 01).
- \$1,000,000 Automobile Liability per accident for bodily injury or property damage at least as broad as ISO Form CA 00 01 covering Automobile Liability, code 1 (any auto).
- Worker’s Compensation as required by the State of California.

If Contractor maintains higher limits than the minimums required above, the City shall be entitled to coverage at the higher limits maintained by Contractor.

Deductibles and Self-Insured Retentions

Any deductibles or self-insured retentions must be declared to and approved by the City.

Other Insurance Provisions

The general liability policy is to contain, or be endorsed to contain, the following provisions:

- The City of Madera, its officers, officials, employees, and volunteers are to be covered as insureds with respect to liability arising out of automobiles owned, leased, hired or borrowed by or on behalf of the contractor; and with respect to liability arising out of work or operations performed by or on behalf of the Contractor including materials, parts or equipment furnished in connection with such work or operations. General Liability coverage can be provided with one of two endorsement options: 1) language equivalent to the CG 20 10 11 85 endorsement form OR 2) language equivalent to CG 20 37 10 01 along with CG 20 10 10 01 endorsement forms.

- For any claims related to this project, the Contractor's insurance coverage shall be primary insurance as respects the City, its officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by the City, its officers, officials, employees or volunteers shall be excess of the Contractor's insurance and shall not contribute with it.
- Each insurance policy required by this clause shall be endorsed to state that coverage shall not be canceled by either party, except after thirty (30) days' prior written notice by certified mail, return receipt requested, has been given to the City.
- Coverage shall not extend to any indemnity coverage for the active negligence of the additional insured in any case where an agreement to indemnify the additional insured would be invalid under Subdivision (b) of Section 2782 of the Civil Code.

Waiver of Subrogation

Contractor hereby agrees to waive subrogation which any insurer of contractor may acquire from contractor by virtue of the payment of any loss. Contractor agrees to obtain any endorsement that may be necessary to effect this waiver of subrogation.

The workers' compensation policy shall be endorsed to contain a waiver of subrogation in favor of the City for all work performed by the contractor, its agents, employees, independent contractors and subcontractors.

Acceptability of Insurers

Insurance is to be placed with California admitted insurers with a current AM Best's rating of no less than A:VII, unless otherwise acceptable to the City.

Verification of Coverage

Contractor shall furnish the City with copies of original certificates and endorsements, including amendatory endorsements, effecting coverage required by this clause. All certificates and endorsements are to be received and approved by the City before work commences; however, failure to do so shall not operate as a waiver of these insurance requirements. The City reserves the right to require complete, certified copies of all required insurance policies, including endorsements effecting the coverage required by these specifications at any time.

Subcontractors

Contractor shall include all subcontractors as insureds under its policies or shall furnish separate certificates and endorsements for each subcontractor. All coverages for subcontractors shall be subject to all of the requirements stated herein.