



CITY OF THOUSAND OAKS
PUBLIC WORKS DEPARTMENT

File ID# _____

ENCROACHMENT PERMIT NUMBER # _____ Project # _____

Permittee _____ Phone _____
Address _____ City _____ Zip _____
Contractor _____ Phone _____
Address _____ City _____ Zip _____
State Contractor's License No. _____ Classification _____ Exp. Date _____
Description of encroachment work _____
Address/location of work _____

FOR DEPARTMENT USE ONLY

Permit fee \$ _____ Date paid ___/___/___ Receipt # _____
Plan Check fee \$ _____ Date paid ___/___/___ Receipt # _____
Inspection fee \$ _____ Date paid ___/___/___ Receipt # _____
TOTAL FEES \$ _____ To Be Billed
Security/Bond \$ _____ Date paid ___/___/___ Receipt # _____
Bond # _____ Bonding Agency _____
City Grading Permit # _____ City Paving/Improvement Permit # _____
VCWPA permit required yes no Certificate of Insurance:
Caltrans permit required yes no On File Attached Not required
Record Drawings Required yes no City drawing # _____
City Water/Wastewater yes no

48 hour advance notice required to schedule an inspection. Phone (805) 449-2400

Grading Inspector _____ Special Conditions Attached Yes No

Water/Wastewater Inspector _____

All attached addenda are a part of this permit. If checked or listed, the following are conditions of this permit (in addition to those on the reverse):
Specifications attached Notification to area businesses Traffic control per Plate 8-15
Road Standards Plate 8-14 Notification to area residents Traffic control plan attached
Steel plate requirements Approved pavement section attached Other: _____

This permit authorizes only that work described above. All modifications to this permit must be approved in writing prior to construction. I/we hereby acknowledge that I/we have read both sides of this application and all addenda, and I/we agree to abide by all conditions and specifications of this permit.

Signature _____ Date _____ Print Name _____
Authorized Agent for Permittee
Permit Start Date: _____ Issued by
EXPIRATION DATE: _____ Public Works Dept. _____
Time Extension: _____ By: _____ Date _____

Fill in ALL Blanks. If not applicable, write "N/A"



This permit is subject to all of the following conditions, including those that are checked and/or written on the front of this permit. Failure to comply with the conditions shall void the permit.

Applicable Law

The encroachment(s) and activities authorized under this permit are subject to all applicable laws and regulations including, but not limited to, California Code of Regulations Title 24, California Vehicle Code, OSHA regulations, NPDES and the Clean Water Act, the City of Thousand Oaks Municipal Code, and City of Thousand Oaks Road Standards.

Hold Harmless

In consideration for issuance of this permit, Permittee and/or Contractor agree to hold the City, its elected officials, officers and employees harmless from any claims or judgments for damages or other relief against the City as a result of acts or omissions of the Permittee and/or Contractor in the performance of encroachment work whether the conditions giving rise to the claim or judgment were created in whole or in part by the Permittee and/or Contractor.

Damage or Injury

Neither issuance of this permit or compliance with these provisions or with any conditions imposed by this permit shall relieve any person from responsibility for damage to other persons or property or impose any liability upon the governing agency for damage to other persons or property. **Insurance:** Unless otherwise indicated on reverse, liability insurance in an amount determined by City is required and must be maintained in full throughout the duration of the project.

Traffic Control

The Permittee and/or Contractor shall, at their expense, furnish, install and maintain adequate traffic control devices in accordance with California Department of Transportation standards, and as may be required by the City's representative. Only those traffic control devices and signs approved by Caltrans may be used. If checked on the reverse side of this permit, a traffic control plan reviewed by the Traffic Division is required prior to issuance of this permit.

Notification

Permittee and/or Contractor may be required to notify businesses within 300 feet of the construction zone (box on reverse side will be checked if this is required). **Please Note:** Permittee and/or Contractor is/are hereby advised to notify Underground Service Alert and OSHA (for trenching deeper than five feet). The City Public Works Inspector must be notified at least 24 hours prior to beginning work.

Obstructions and Access

A minimum of one 12-foot wide traffic lane in each direction shall be provided at all times, unless modified by the City's representative. Construction activities shall be conducted in a way that minimizes inconvenience to the public and adjacent property owners. Vehicular access to businesses, buildings and driveways shall be maintained in good condition throughout the work area. Safe pedestrian access shall also be provided.

Stormwater Quality

The storm drain system shall not be used to directly dispose of any wastewater or debris. The Permittee and/or Contractor shall, at their expense, implement appropriate Best Management Practices (BMP's) to reduce, to the maximum extent practicable, the discharge of pollutants to the storm drain system.

Working Hours

Work is permitted from 7:00 a.m. to 7:00 p.m., Monday through Saturday only. No excessive noise may be generated before or after permitted work hours. Regular inspection hours are Monday through Friday, 7:00 a.m. to 4:00 p.m.

