

City of Ojai
Encroachment Permit Application
Instructions



1. Business Tax Certificate

All contractors must have a City of Ojai Business Tax Certificate.

2. Complete application.

Fill out applicant sections and sign the permit application.

3. Insurance Requirements From Permittee

If the work to be performed will involve excavation of more than six (6) inches in depth, the permittee is required to provide general liability coverage with policy limits of not less than one million dollars (\$1,000,000.00) per occurrence, two million dollars (\$2,000,000.00) aggregate. For all other permits, the applicant shall furnish such liability insurance coverage in an amount not less than that recommended by the most current version of the California Joint Powers Insurance Authority (CJPIA) Contractual Risk Transfer Manual for the type and kind of activity for which a permit is required. If an applicant or a contractor maintains with the City a certificate of continuous insurance coverage, such applicant or contractor shall change the insurance coverage to be in compliance with the requirements of this section on or before the renewal date of the policy. The City Council may, by resolution, increase, decrease, or waive the insurance limits set forth herein in those cases in which the City Council determines that special circumstances justify such an increase, decrease or waiver.

The certificate of liability insurance must list the City of Ojai as the certificate holder. Proof of workers compensation coverage per statutory requirements must also be provided. The permittee must submit to the City certificates of insurance with proper endorsements prior to issuance of this permit by the City.

4. Sketch

Provide a sketch of the location of the work.

For second driveways or driveway modifications: provide a sketch showing the driveway width showing the existing driveway and the proposed modification. Note: A maximum of two (2) driveways shall be allowed for each multi-family and nonresidential parcel with 100 feet or less of street frontage.

5. Traffic Control Plan

If the work requires a lane closure, a detour, or shifting traffic to a different path of travel, the permittee shall prepare a temporary traffic control plan (TCP). TCP's do not need to be stamped by a traffic engineer. The primary function of TCP is to provide for the reasonably safe and efficient movement of vehicles and pedestrians through or around construction zones while reasonably protecting workers and equipment. Flaggers shall be provided where two-way traffic is restricted to one travel lane.

Work shall conform to Part 6, Temporary Traffic Control, of the California Manual on Uniform Traffic Control Devices (MUTCD). All signs, barricades, delineators, pavement markings, etc., shall conform to California MUTCD specifications. Photocopies of the MUTCD are not accepted.

In the vicinity of any Elementary, Middle, or High school, the permittee/contractor must determine arrival and departure times of said school and must provide for adequate traffic control for any school age pedestrian and/or bicycle routes to the school during the arrival and departure periods. The submittal of traffic control plans must include arrival and departure times for each school.

For additional questions regarding traffic control, contact the Public Works Inspector at (805) 646-5581.

6. Fee

The fee is calculated based on the type of work. Each permit has an issuance fee and an inspection fee.

Methods of payment accepted: cash, check, Visa or MasterCard. Note the credit card holder will need to speak with cashier for payment processing.

Upon approval of 1-5 the above, the fee is paid at permit issuance.

7. All documents are required for submittal. Documents may be submitted via mail or email.

Mailing Address:

Email:

City of Ojai

PWpermits@ojai.ca.gov

Public Works Department

408 S. Signal Street

Ojai, CA 93023

Note: permits without traffic control average one week for processing.

8. Work Hour Restrictions

Construction activities must comply with the City of Ojai's noise ordinance. Construction activities may be performed Monday – Friday from 7 a.m. to 5 p.m., except for City observed holidays. Exception: residents who are working on their own home improvement projects may work on weekends from 8 a.m. to 6 p.m. (Section 5-11.04), providing such construction activity is for the purpose of improving the property where the work is being performed, is not carried on for profit or livelihood, and otherwise meets the noise level standards. Copies of the full ordinance are available at the City of Ojai Community Development Department, 401 S. Ventura Street or online at: <http://www.qcode.us/codes/ojai/>

The 2022 City holiday schedule where contracted work is **not** permissible are as follows:

Monday, January 3, 2022

Monday, January 17, 2022

Monday, February 21, 2022

Thursday, March 31, 2022

Monday, May 30, 2022

Monday, July 4, 2022

Monday, September 5, 2022

Friday, November 11, 2022

Thursday, November 24, 2022

Friday, November 25, 2022

Friday, December 23, 2022

Monday December 26, 2022

Friday, December 30, 2022



Permit #: _____
Issue Date: _____
Issued By: _____

SINGLE EVENT ENCROACHMENT PERMIT

CITY OF OJAI
Department of Public Works
408 S. Signal Street, Ojai, CA 93023
Phone: (805) 646-558
Email application to: pwpermits@ojai.ca.gov

APPLICATION

(This section to be completed by applicant)

THE UNDERSIGNED HEREBY APPLIES FOR PERMISSION TO ENCROACH ON THE FOLLOWING DESCRIBED CITY RIGHT-OF-WAY FOR:

- Curb, Gutter or Sidewalk Driveway Excavation Tree Trimming Roll-Off Misc. Use & Events
 Outdoor Dining Construction

Location: _____

Description of Work: _____
(Attach a detailed Drawing of Work to be Done)

No. of Days: _____ **Beginning:** _____ **Ending:** _____

Excavation Length: _____ **Width:** _____ **Depth:** _____ **Sq. FT:** _____

NOTE: Non-Emergency ground disturbing activity may require a "Quick Check" through the California Historical Records Information System (CHRIS) and a Tribal Consultation.

I understand that any permit that may be granted as a result of this request may be revoked by the City at any time. In consideration for issuance of this permit, I agree, and by use hereof, my agents, employees, contractors, agree to be bound by all of the provisions of Title 7, Chapter 1, of the Ojai Municipal Code, the Standard Conditions attached to this permit, and any special conditions hereon and attached hereto. I further agree to hold the City harmless (Sec. 7-1.105) from any claims, defense and legal costs, judgments for damages, or other relief against the city as a result of acts, or omissions, by me or my representatives, in the performance of any activities permitted hereunder, whether the condition giving rise to the claim or judgment was created in whole, or in part, by me or my representatives. Any inspection by the City shall in no way relieve the permittee from responsibility for the work. Applicant and Contractor are responsible with all compliance with all permit requirements, standard conditions, special conditions, and any other applicable requirements.

Applicant: _____ **Phone:** _____

Mailing Address: _____

Signature: _____ **Date:** _____

Contractor: _____ **Phone:** _____

Mailing Address: _____

Signature: _____ **Date:** _____

A certificate of Insurance and a Surety Bond must accompany this application, naming the City of Ojai as the Additionally Insured. Permittee is responsible to provide certificate prior to commencement of work. See attached *Standard Conditions*.

Insurance Company: _____ Phone: _____

Mailing Address: _____

Policy Number: _____

Surety Bond: _____ Amount: _____

PERMITTEE SHALL NOTIFY PUBLIC WORKS DEPARTMENT 48 HOURS PRIOR TO COMMENCING WORK at the above location.

(This section to be completed by Department of Public Works)

SPECIAL CONDITIONS:

ALL PERMITS ARE VALID FOR 30 DAYS UPON ISSUANCE, UNLESS OTHERWISE NOTED

Permission is hereby granted to perform the activities described above, subject to the statutes, ordinances and conditions described above, including attached *Standard Conditions*. Special conditions hereon and attached hereto are made a part hereof by reference. Permit not valid unless signed by the Director of Public Works.

By: _____
Public Works Director/ City Engineer

Date: _____

PERMIT FEES

Item(s):	Issuance Fee(s)	\$ _____
_____		\$ _____
_____		\$ _____
_____		\$ _____
_____		\$ _____

TOTAL FEES \$ _____

TOTAL RECEIVED \$ _____

SINGLE EVENT ENCROACHMENT PERMIT REQUIREMENTS STANDARD CONDITIONS

Permittee is required to be aware of and to abide by all provisions of Title 7, Chapter 1 of the Ojai Municipal Code. City codes can be viewed here:

<http://www.qcode.us/codes/ojai/>

The below Standard Conditions apply to all Encroachment Permits issued by the City of Ojai. Failure to abide by these conditions may result in cancellation of your Permit, and/ or payment to the City for all costs incurred by the City for making the right of way safe to the satisfaction of the Director of Public Works.

EXPIRATION OF PERMITS:

Encroachment Permits become null and void at the expiration date indicated on the Permit. The Public Works Director may extend the time, if in his opinion; the work for which the Permit was issued was delayed in completion because of inclement weather, strikes, an act of God, or other causes not within the control of the permittee. (OMC 7- 1.113)

HARMLESS AGREEMENT:

Each applicant for a permit shall agree to hold the City and its officers, agents and employees harmless from any and all causes of action, penalties, liabilities, or loss resulting from claims or court actions arising out of any accidents, loss or damage to persons or property occurring as a result of any work performed pursuant to the permit. (OMC 7-1.105)

INSURANCE:

Before a permit is issued, the applicant, or contractor who is to perform the work, shall secure, at his own expense, a policy of broad form comprehensive general, liability insurance. If the work to be performed involves any excavation, the policy shall include an endorsement that affords coverage for explosion, collapse and underground hazards. The policy shall name the City and its officers, employees and agents as co-insured and shall protect them from claims for personal injury, death or property damage suffered by third persons and arising out of the work authorized by the permit and the manner of its installation or construction. The insurance shall be in effect on the date that the work is commenced and shall expire no sooner than one year after the date on which the work is completed. Insurance cancellation clause shall read, "The issuing company shall mail a 30- day written notice of cancellation to the certificate holder named." A certificate of the insurance shall be filed with the Public Works Department. (OMC 7-1.106)

INSURANCE LIMITS:

Insurance Limits:

If the work to be performed under a permit will involve an excavation in a street more than six (6") inches in depth, the applicant or contractor shall furnish the liability insurance coverage required; in an amount not less than Two Million (\$2,000,000) Dollars combined single limit. For all other permits, the applicant or the contractor shall furnish such liability insurance coverage in an amount not less than One Million (\$1,000,000) Dollars single limit. If an applicant or a contractor maintains with the City a certificate of continuous insurance coverage, such applicant or contractor shall change his insurance coverage to be in compliance with the requirements of this section on or before the renewal date of the policy. The City Council may increase, decrease, or waive the insurance limits set forth above in those cases in which the City Council determines that special

circumstances justify such an increase, decrease or waiver, and may be changed by resolution of the Council. (OMC 7-1.107)

Bonds.

- (a) Before a permit is granted by the Director which authorizes excavation, trenching or removal of the surface of a street, a bond shall be filed with the Director in a form approved by the Director, by the applicant, or by the contractor who will do the work. The bond shall be a surety bond and shall be issued by a corporation duly and legally licensed to transact business in the State of California. The bond shall guarantee the performance of the work authorized by the permit in accordance with all of the provisions of the application, the permit and this chapter and shall indemnify the City against faulty or improper workmanship or materials that may be discovered during the performance of the work and for the term of one year after the completion of the work. If an applicant, or the contractor performing the work, intends to perform more than one project requiring a permit under this chapter, the bond may be written so as to apply to more than one permit and it shall indemnify the City against faulty or improper workmanship or materials that may be discovered during the period of one year after the completion of the work authorized by each permit. (OMC 7-1.108)

- (b) The Director may wave such deposit (or Bond) when the Director finds that the applicant is financially responsible for such costs by reason of past performance or otherwise. (OMC 7-1.130)

NOTIFICATION:

CITY

Prior to commencing any encroachment work (or in the event of an emergency repair, as soon as practical), the Permittee shall notify the City Public Works Department at phone 646-5581 ext. 200 or email the Public Works Department at pwpermits@ojai.ca.gov of the time of commencing the work and provide the name, address, telephone number, and license number of the contractor who will be performing the work. (OMC Sec. 7-1.114)

PUBLIC

A sign shall notify the public of work scope, beginning and ending date, and contact information (company/name/phone number).
If utility will shut down service, affected residents/businesses shall be notified by door hanger with the same information above.

PERMITS AVAILABLE OR IN VEHICLES:

The permittee shall make the permit available for inspection by the Director, or his representative, or by any peace officer or other person having responsibility for safety or maintenance of a highway. The Director hereby requires that a copy of the approved Permit, with all attachments, shall be kept at each jobsite while work is being conducted and available for inspection by a City representative. (OMC Sec. 7-1.211)

TRAFFIC CONTROL:

The permittee or contractor shall provide, and continually maintain, construction area traffic control signs, striping, properly equipped flagmen, and other traffic control devices. All traffic controls shall be in accordance with the California Traffic Manual (most recent edition). Failure to provide acceptable traffic control or to comply with any other condition of the Permit will result in a job shutdown until released by the City. (OMC 7-1.410)

BACKFILL AND RESURFACING:

A minimum of 3 feet of asphalt concrete shall be left between the longitudinal trenches and existing edge of payment per the attached County of Ventura Standard Plate E-10a.

AMOUNT OF OPEN TRENCHES:

In any trenching operation, the open trench shall not be in excess of one days work ahead of the trench work proper, unless specifically authorized by the Director.

OPEN EXCAVATIONS:

No open excavation shall be left within the City road right-of-way after normal working hours. At the end of each workday, all excavations within roads, parkways, medians, shoulders, and the like shall be backfilled to a smooth, level grade free of humps or depressions, satisfactory for public use and acceptable to the City, or covered by trench plates if approved by the Director. (OMC 7-1.407)

PRESERVATION OF DRAINAGE:

If the encroachment work interferes with the established drainage, the permittee shall provide for proper drainage in a manner approved by the Director. (OMC 7-1.406)

TEMPORARY MAINTENANCE:

Temporary trenches shall be consistently maintained by the permittee or contractor during and after working hours to insure a satisfactory surface for public use and acceptable to the City. Unless permanent paving is placed immediately, temporary bituminous resurfacing two (2") inches thick shall be placed and continually maintained wherever an excavation is made through pavement, sidewalks and driveways. (OMC 7-1.408)

REPLACEMENT:

All improvements within the road right of way, which include road signs, road striping, road symbols, and the like, which are damaged, removed, or obliterated as a result of the permittee's work shall be repaired and/or replaced. Repairs or replacements shall be equal to, or better than, the existing improvements and shall match them in finish and dimensions. (OMC 7-1.411)

CLEANUP AFTER COMPLETION:

Immediately after the completion of the work, the permittee shall clean up and remove all materials, earth, and debris of any kind. If the permittee fails within twenty-four (24) hours after having been notified to do so by the City, the work may be done by the City and the permittee charged for the costs incurred. When a pole, guy-stub, or similar timber is removed and not replaced, the entire length thereof shall be removed from the ground and the hole backfilled and compacted. (OMC 7-1.420)

CONDITIONS FOR RECENTLY PAVED/MORATORIUM STREETS:

3/8" Asphalt Concrete Mix

Extra Special Attention to assure new trench asphalt finish matches existing:

- Asphalt Concrete Finish
- Type 2 slurry over entire length of trench, including "T" cut and extending a minimum of 5 feet on both ends of the trench
- No Divots or Aggregate Clumping
- No Soil Placement on Street

WORKING HOURS/DAYS:

1. Construction hours shall be limited to between 7:00 a.m. and 5:00 p.m. on weekdays. Construction activities authorized by a valid City permit may, as warranted by the project, exceed the noise level limits of Section 5-11.04 on a temporary and short-term basis during the authorized construction hours, as determined appropriate and necessary by the Community Development Director.
2. No construction work shall be performed on weekends or City holidays.(OCM 5-11.05)