



# ENCROACHMENT PERMIT APPLICATION

City of Redding  
777 Cypress Avenue  
Redding CA 96001  
Telephone:  
(530) 225-4020  
FAX: (530) 225-4507

Typical processing time for approval of an encroachment permit is two (2) to five (5) business days.

All information must be complete to allow staff to prepare the permit. If you have questions about this application, contact the Permit Center, 225-4020.

**PARTIAL APPLICATIONS WILL NOT BE ACCEPTED.**

PERMIT NO.:	
TODAY'S DATE:	

CONSTRUCTION LOCATION	
STREET ADDRESS:	
APPLICANT'S NAME:	

OWNER'S INFORMATION			
Name:			
Street Address / P. O. Box			
City, State, Zip			
Email Address			
Telephone No:		Fax No:	
		Cell No.:	

CONTRACTOR'S INFORMATION			
Name / Company Name:			
Street Address / P. O. Box			
City, State, Zip			
Email Address			
Telephone No:		Fax No:	
		Cell No.:	
CONTRACTOR'S LICENSE No.:		CLASS:	
CITY BUSINESS LICENSE NO.:			

Please list other current projects or permits (grading, use permit, building permit, etc.) at this location:

**Attachments shall include** (3 copies each):

1. A map showing requested encroachment area and location of work
2. A traffic plan (with north arrow, date, and signature of designer).  
*Traffic plan must conform to the current California M.U.T.C.D., Part 6, available on line @ <http://www.dot.ca.gov/hq/traffops/signtech/mutcdsupp/index.htm>*

**Note:** ALL proposed road closures requested require approval by the City Traffic Division before the issuance of an Encroachment Permit. Permittee will be required to notify Shascom, RABA, and nearby businesses/residents a minimum of **72 hours** before the start of work.

**Note to Utility Companies:**

- If this permit application is to install, repair, maintain, etc. company owned facilities, the utility should be listed as the owner. Contractor information is for specific work provide by others (such as trenching or traffic control). Please verify the listed companies are performing the work at time of construction.
- If the permit application is to provide services for a specific parcel, please provide owner information and the utility shall be the contractor.

**NO WORK SHALL BE STARTED UNTIL A COPY OF THE PERMIT IS RECEIVED BY THE OWNER/CONTRACTOR.**

<b>DETAILED DESCRIPTION OF PROPOSED WORK TO BE DONE</b>

<b>PROPOSED START DATE:</b>		<b>WORK ENDING DATE:</b>	
<b>**PROJECT VALUATION IN CITY RIGHT OF WAY</b>		\$	
<i>Permit fee is 5 percent of the Project Valuation (with a minimum fee of \$81.00) plus a 5% technology surcharge.</i>			

**\*\* Project Valuation is based on cost of labor, supplies, overhead, and work performed within the City right-of-way or easement. Valuation must be determined by 1) attaching a signed and stamped engineer’s estimate for the work, or (2) completing the Cost Estimate Worksheet and submitting it for approval.**

<b>AGREEMENTS AND AUTHORIZATION</b>
<p><b>BY MY SIGNATURE BELOW, I CERTIFY TO EACH OF THE FOLLOWING STATEMENTS:</b></p> <ul style="list-style-type: none"> <li>I am the property owner, contractor, or authorized to act on the property owner’s or contractor’s behalf.</li> <li>I agree to defend, indemnify, and hold harmless the City of Redding, its officers, agents, volunteers, and employees from any and all claims and liability for personal injury, including death, and property damage caused by, arising out of, or in any way connected with the issuance of this permit.</li> <li>This permit applies for permission to excavate, construct, install, and/or otherwise encroach on City right-of-way. All work shall be subject to inspection and approval by the Public Works Department. The inspector shall be notified at least <b>24 hours prior</b> to starting of work and <b>24 hours prior</b> to any required inspection. Work on Saturdays, Sundays, or Holidays requires prior approval from the Public Works Inspector.</li> <li>I agree to complete the proposed work in accordance with the City of Redding Construction Standards; to comply with all applicable City and County ordinances, rules, regulations, and State and Federal laws relating to public works construction; and with any and all conditions of the permit.</li> <li>It is the responsibility of the Owner/Contractor to notify all utilities a minimum of <b>48 hours</b> in advance of actual start of proposed work. Call toll free “One Call” Underground Service Alert (1-800-227-2600 or <a href="http://www.usanorth.org">www.usanorth.org</a>).</li> <li>This permit shall become void if the work authorized herein is not completed before the expiration date. After expiration, this permit must be renewed before work may be commenced again. Any incomplete work shall become a violation, which will be handled in accordance with applicable City and State Regulations and may result in fines and other legal action.</li> <li>I have read this application and the information I have provided is correct.</li> </ul> <p><b>Contractor, Property Owner, or Authorized Agent’s Signature*:</b> _____ <b>Date</b> _____</p> <p><b>Print Name:</b> _____ <b>Relationship to Project:</b> _____</p> <p><i>*Authorized Agent’s signature requires separate authorization form</i></p>

# City of Redding

## Guidelines for Temporary Traffic Control Plan (TTCP) Development

### **All Temporary Traffic Control Plans (TTCP) must include the following:**

- ✓ Follow all requirements set forth in the current California Manual on Uniform Traffic Control Devices (CA MUTCD) (Part 6: Temporary Traffic Control) and these guidelines.
- ✓ Accommodations must be shown for pedestrian and bike traffic.
- ✓ Contractors name, address, and telephone number
- ✓ Identify Encroachment Permit number, P.O. number, or Bid Schedule number on TTCP.
- ✓ Show location and limits of work zone. Label exact address of work location if applicable.
- ✓ Show North Arrow and label Drawing Scale or "Not to Scale".
- ✓ Label all streets and identify posted speed limits.
- ✓ Label all lane widths and taper lengths; spacing of delineators, cones, and signs.
- ✓ References to CA MUTCD signage must be shown by symbol, name, and sign code.
- ✓ Show staging area, if applicable.
- ✓ All writing must be legible (illegible plans will be rejected).

### **Specific TTCP Requirements by Road Classification:**

#### **Local roads:**

- ✓ May use a typical application from Chapter 6 of the CA MUTCD where existing conditions match exactly.
- ✓ All requirements listed above must be incorporated into the typical application.
- ✓ Signed and dated by contractor or similar competent person.

#### **Collectors:**

- ✓ May use a typical application from Chapter 6 of the CA MUTCD where existing conditions match exactly.
- ✓ All requirements listed above must be incorporated into the typical application.
- ✓ Signed and dated by contractor or similar competent person.
- ✓ A custom TTCP may be required at the discretion of city officials.

#### **Minor & Principal Arterials:**

- ✓ Must provide a custom TTCP with a minimum size of 11"x17".
- ✓ All requirements listed above must be incorporated into the TTCP.
- ✓ Must be signed and stamped by competent individual with one of the following qualifications:
  - Professional Civil Engineer
  - Professional Traffic Engineer
  - Traffic Control Design Specialist (ATSSA Certification)