

ENCROACHMENT PERMIT REQUIREMENTS FOR INSTALLATION OF A BACKFLOW ASSEMBLY

A CITY OF WEST SACRAMENTO ENCROACHMENT PERMIT IS REQUIRED FOR THE INSTALLATION OF A BACKFLOW ASSEMBLY. THE FOLLOWING ITEMS ARE PREREQUISITES FOR ISSUANCE OF THE PERMIT.

1. PAYMENT OF AN ENCROACHMENT PERMIT FEE IN ACCORDANCE WITH THE CURRENT ENGINEERING DIVISION FEE SCHEDULE. (FEE SCHEDULE C)

2. COMPLETE CITY OF WEST SACRAMENTO INSURANCE CERTIFICATES AND ENDORSEMENTS ISSUED BY THE ENGINEERING DIVISION. THIS MAY BE ACCOMPLISHED BY THE INSURANCE CARRIER OF THE OWNER, DEVELOPER OR CONTRACTOR OF THE WORK. BLANK INSURANCE CERTIFICATES AND ENDORSEMENTS MAY BE OBTAINED FROM THE ENGINEERING DIVISION.

NOTE: THE PERMITTEE HAS THE OPTION TO SUBMIT INSURANCE CERTIFICATES AND ENDORSEMENTS ISSUED BY THEIR INSURANCE CARRIER. IF THIS OPTION IS CHOSEN, THE PERMITTEE MUST ALSO SUBMIT A COPY OF THE ACTUAL INSURANCE POLICY FOR REVIEW AND APPROVAL BY THE ENGINEERING DIVISION.

3. A CASH DEPOSIT, PERFORMANCE BOND, LETTER OF CREDIT OR OTHER APPROVED FORM OF SECURITY SHALL BE SUBMITTED IN AN AMOUNT EQUAL TO 100% (PERCENT) OF THE VALUE OF THE WORK PERFORMED WITHIN THE CITY RIGHT-OF-WAY OR EASEMENT TO ENSURE COMPLETION OF THE WORK. SECURITIES IN A FORM OTHER THAN CASH OR BOND WILL BE SUBJECT TO APPROVAL BY THE CITY ATTORNEY. SAMPLE BOND AND LETTER OF CREDIT FORMS CAN BE OBTAINED FROM THE ENGINEERING DIVISION (OR FROM THE "DOCUMENTS" SECTION OF THE CITY'S WEBSITE).

NOTE: PERFORMANCE SECURITIES SUBMITTED FOR ISSUANCE OF THE ENCROACHMENT PERMIT WILL NOT BE RELEASED UNTIL ALL IMPROVEMENTS HAVE BEEN COMPLETED AND THE ENCROACHMENT PERMIT HAS BEEN FINALED BY THE ENGINEERING DIVISION.

4. THE STATE OF CALIFORNIA CONTRACTOR'S LICENSE NUMBER OF THE PARTY TO PERFORM THE WORK SHALL BE ENTERED ON THE PERMIT. THE CLASS OF THE LICENSE SHALL BE, ACCORDING TO THE STATE OF CALIFORNIA LICENSING BOARD, APPROPRIATE FOR THE TYPE OF WORK PERFORMED.

5. THE APPLICANT SHALL FURNISH PROOF OF POSSESSION OF A CURRENT CITY OF WEST SACRAMENTO BUSINESS LICENSE OR A COPY OF A CURRENT BUSINESS LICENSE FROM THEIR HOME AGENCY.

6. A SITE PLAN ILLUSTRATING GENERAL LOCATION AND THE SCOPE OF THE WORK WILL BE PROVIDED TO THE ENGINEERING DIVISION PRIOR TO ISSUANCE OF THE ENCROACHMENT PERMIT.

IF YOU OR YOUR CONTRACTOR HAVE ANY QUESTIONS REGARDING ENCROACHMENT PERMIT REQUIREMENTS, PLEASE CONTACT WENDY WILLIAMS AT (916) 617-4677.