



Public Works
Engineering and Transportation
23 Russell Blvd.
Davis, CA 95616
Phone: (530) 747-5846
Email: pw-permits@cityofdavis.org

ENCROACHMENT PERMIT INSTRUCTIONS

Encroachment Permits are required for all constructed improvements within a public easement or right-of-way. The Public Works – Engineering and Transportation Department must be notified prior to commencing any work within the public easement or right-of-way.

The following items shall be submitted to the Public Works – Engineering and Transportation Department at the address or email address above. Only complete submittal packages will be accepted. Incomplete packages will be rejected and returned to the applicant.

1. Encroachment Permit Application
 - Signed and dated by Applicant
2. Site and Utility Plan
 - Drawn to scale on 8 ½" x 11" (letter), 11" x 17" (tabloid), or 22" x 34" size paper
 - Show all existing surface and underground facilities with dimensioning to proposed work
 - Dimension length and width of all proposed work
 - Show easements and parcel lines/right-of-way lines
3. Traffic Control Plans (Required for any work that impedes travel lane, bikeway, or pedestrian path)
 - Traffic Control Plan (TCP) in compliance with the California Manual on Uniform Traffic Control Devices (MUTCD) <https://dot.ca.gov/programs/traffic-operations/camutcd> (examples attached)
4. City of Davis Business License
 - Must be a licensed contractor of the field that applies to the type of construction within the Public Right-of-Way
5. Liability Insurance
 - General liability coverage \$500,000 combined single limit
 - Standard Accord form on company letterhead
 - Signed by agent
 - City of Davis listed as certificate holder
 - City of Davis, its officials, agents, employees, and volunteers listed as additional insured
 - Additional insured endorsement
 - A.M. Best Guide rating of A-VII or better
 - Issue date, policy's effective date, expiration date listed

The City has 3 main categories for Encroachment Permits.

1. Construction
 - a. Construction Permits are needed for a wide variety of work in the Right-of-Way including above grade and underground types of work/activities.
 - b. There are multiple types of construction permits.
 - i. Excavation/boring/trenching in the street or non-street

- ii. Installation of a water meter
 - iii. Tapping to a sewer/water/storm main – City Staff will perform all sewer main taps
 - iv. Connection of the private sewer lateral to the City lateral/cleanout
 - v. Installation/replacement of a backflow prevention device
 - vi. Installation/replacement of equipment by a public utility company
 - c. Different requirements are needed dependent on the material the proposed work is to be done on (asphalt/concrete/landscape).
 - d. Charges are dependent on the type of work. City of Davis PW Fee Schedule - <https://cityofdavis.org/home/showdocument?id=13778>
2. Right-of-Way Use
- a. Right-of-Way Use Permits are needed when work is to be done in the right-of-way that does not involve any digging.
 - b. This permit is generally required for dumpsters in the downtown area, construction staging/fencing an area, **aerial work on electrical lines, and any traffic control of vehicles or pedestrians for utility maintenance.**
3. Hydrant Use
- a. Hydrant Use Permits are required when an Applicant/Contractor needs construction water from a City of Davis fire hydrant.
 - b. A non-refundable permit fee of \$441 and a deposit of \$1598 (subject to change) is required upon issuance of the permit. City Hall only accepts cash or check.
 - c. The City will provide the hydrant meter and backflow prevention device at issuance of permit.
 - d. After return of the meter and backflow preventer, the cost of the water use (\$4.88/100 cf) and the cost of repairing/replacement of any damage to the equipment will be deducted. A check for the remaining balance of the deposit will be mailed to the Applicant/Contractor in 6-8 weeks.

The following is a step-by-step summary of the Encroachment Permit Process:

1. Applicant submits a complete Encroachment Permit Application via email or at the counter.
2. Public Works – Engineering and Transportation staff reviews the information provided and proceeds as follows:
 - a. Review application and additional information for completeness, making recommendations/changes to meet the requirements. If application is incomplete, the application will be sent back to Applicant for revisions.
 - b. Check Applicant's/Contractor's ability to work in the City of Davis by checking for a City of Davis Business License and Liability Insurance.
 - c. Determine the fees for the permit and request the fees from Applicant. Applicant will need to pay in person or via mail with cash or check.
 - d. Create and issue the permit to Applicant along with additional documents.
3. Encroachment Permits are typically issued for a 3-month period. Extensions may be granted as necessary for the current extension fee in effect.

Approved permits may be revoked and/or revised if deemed necessary for the safety of the public.

Traffic Control Plan Examples begin on next page.

Figure 6H-6. Shoulder Work with Minor Encroachment (TA-6)

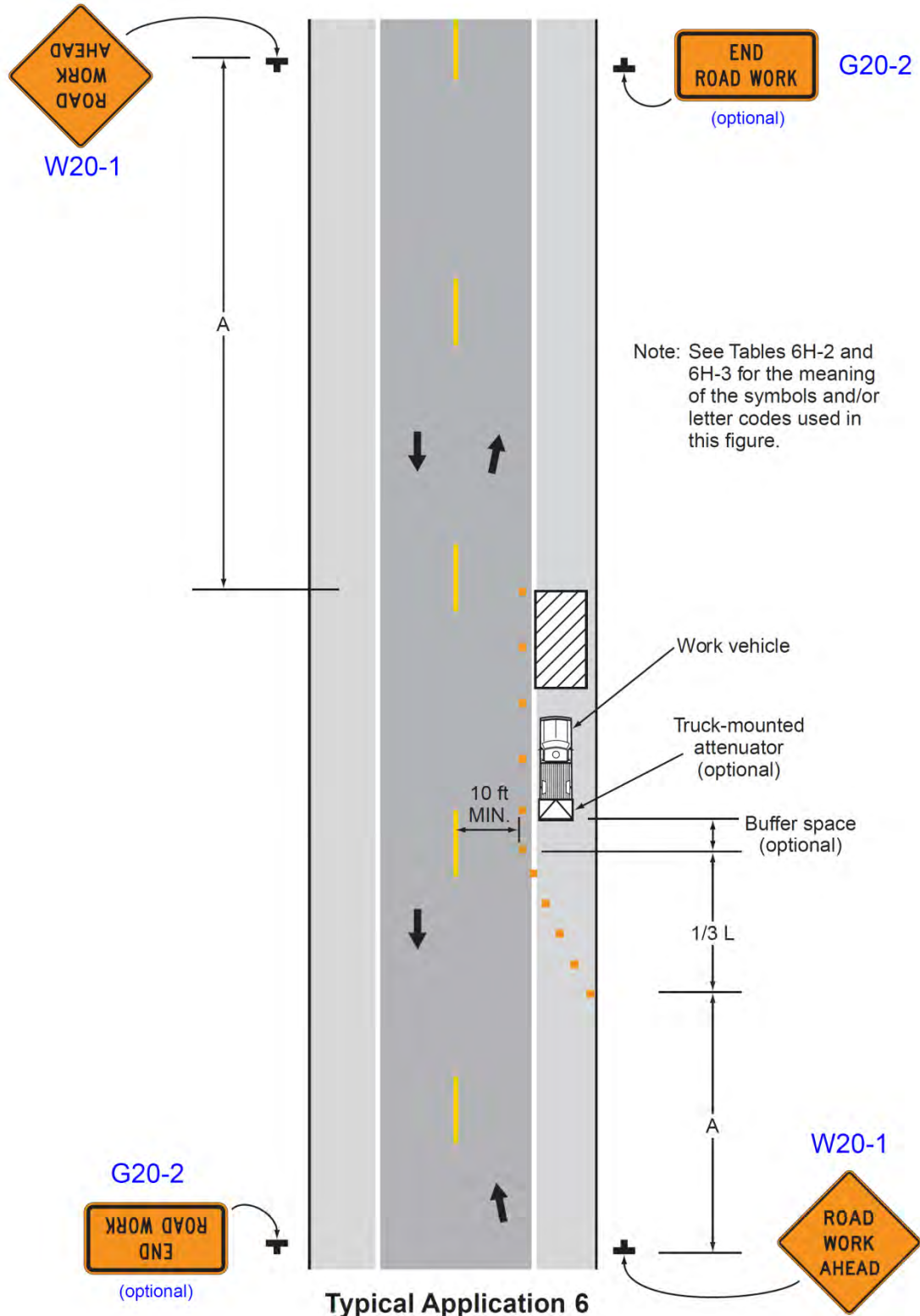
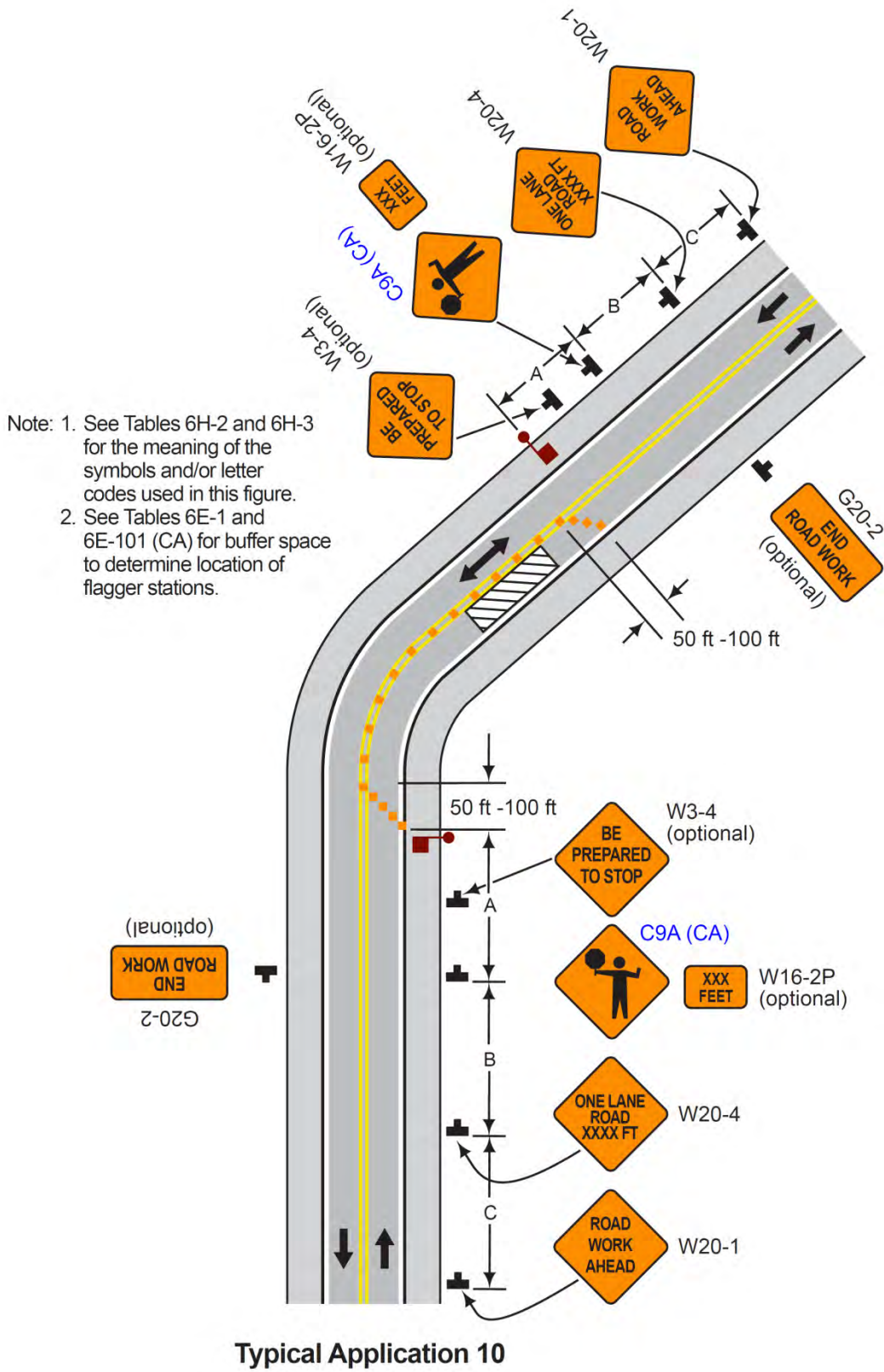
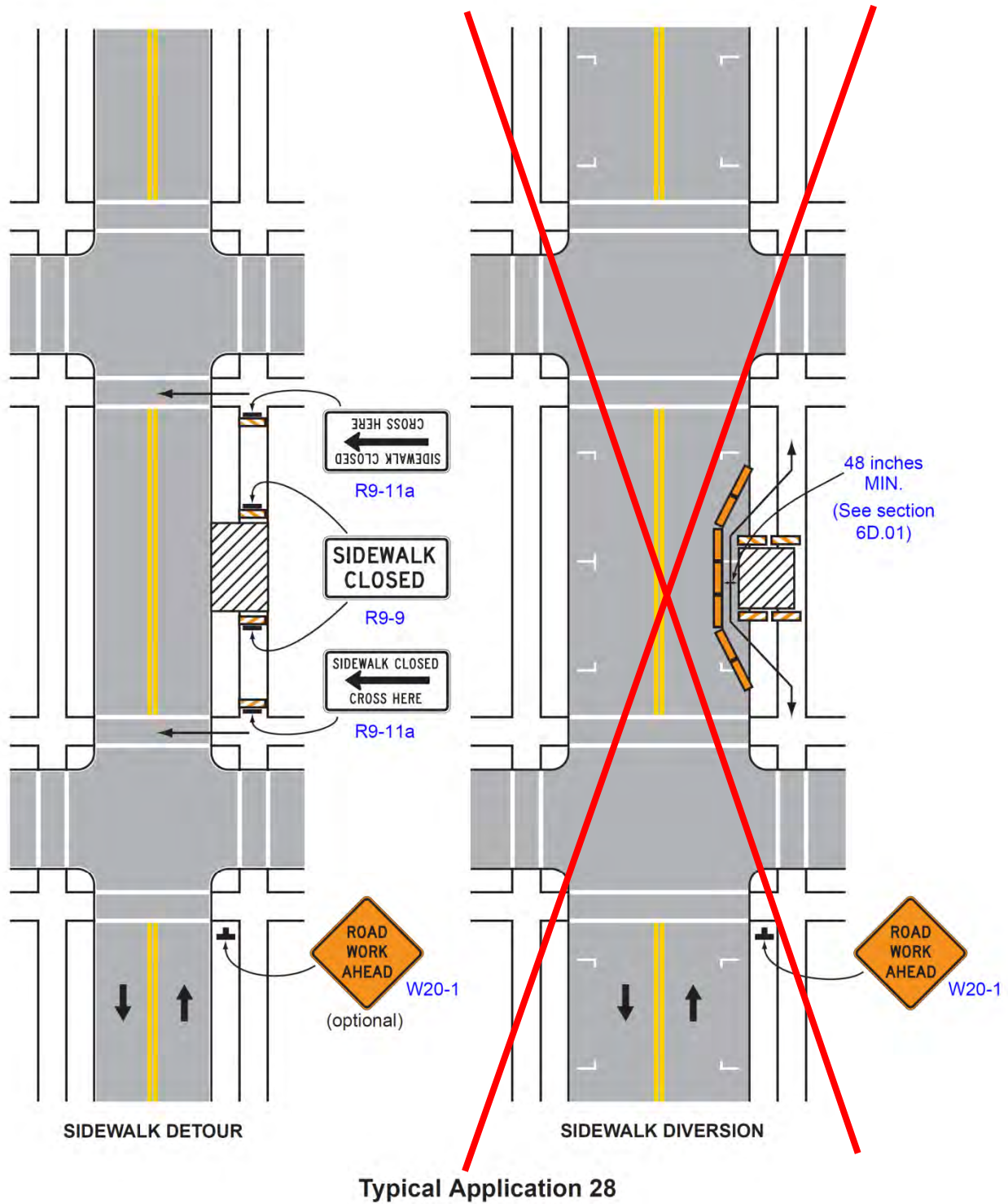


Figure 6H-10 (CA). Lane Closure on Two-Lane Road Using Flaggers (TA-10)



Note: 1. See Tables 6H-2 and 6H-3 for the meaning of the symbols and/or letter codes used in this figure.
 2. See Tables 6E-1 and 6E-101 (CA) for buffer space to determine location of flagger stations.

Figure 6H-28. Sidewalk Detour or Diversion (TA-28)



Note: See Tables 6H-2 and 6H-3 for the meaning of the symbols and/or letter codes used in this figure.

Figure 6H-105 (CA). Lane Shift on Road With Low Traffic Volumes (TA-105 (CA))

