



ENCROACHMENT PERMIT APPLICATION SUBMITTAL CHECKLIST

CITY OF TULARE
ENGINEERING
411 EAST KERN AVE.
TULARE, CA 93274
(559) 684-4207

Please take a moment to review your application and compare your plan sets with this checklist. This form is to assist encroachment permit applicants in determining the adequacy of their submittal package. A complete submittal will expedite the encroachment permit issuance process. If the plans and other construction documents are incomplete the issuance process could be delayed. Check the items that are included.

- ☐ Completed application
- ☐ Construction plans
- ☐ Traffic Control plan (MUTCD Standard)
- ☐ Vicinity map

Authority: This permit is issued in accordance with Chapter 8.12 of the City of Tulare Municipal Code of Ordinances.

Responsible Party: NO party other than the named permittee or contractor of the permittee is authorized to work under this permit.

Acceptance of Provisions: It is understood and agreed by the permittee that the performance of any work under this permit shall constitute an acceptance of the provisions of this permit and all attachments.

Underground Service Alert Number Required: The permit is not valid until the permittee provides the City of Tulare Engineering Department with an "Underground Service Alert" ticket number.

Notice Prior to Starting Work: Before starting work under the Encroachment Permit the permittee shall notify the City of Tulare Engineering Department, at (559) 684-4213, two (2) working days prior to initial start of work. When work has been interrupted, an additional twenty-four (24) hour notification is required before starting work. Unless otherwise specified, all work shall be performed on weekdays and during normal city business hours.

Keep Permit on the Worksite: The Encroachment Permit or a copy thereof shall be kept at the site of the work and must be shown to any representative of the city or any law enforcement officer on demand. WORK SHALL BE SUSPENDED IF PERMIT IS NOT AT JOB SITE AS REQUIRED.

Conflicting Permits: If a prior encroachment conflicts with the proposed work, the permittee must arrange for any necessary removal or relocation with the prior permittee. Any such removal or relocation will be at no expense to the city.

Protection of Traffic: Adequate provisions shall be made for the protection of the traveling public. Contractor shall submit for approval a traffic control plan prepared by a registered civil engineer, traffic engineer or traffic control specialist for all work within a city street or alley right of way. The warning signs, lights, traffic control devices and other measures required for public safety shall conform to the requirements of the current edition of the California Department of Transportation "Manual of Traffic Control Devices." Traffic control for day or nighttime lane closures shall be in conformance with Caltrans Standard Plans for Traffic Control Systems. Nothing in the permit is intended, as to third parties, to impose on permittee any duty, or standard of care, greater than or different than the duty or standard of care imposed by law.

Storage of Materials: No construction materials shall be stored, or equipment parked, on the street, in an alley, or within ten feet (10') of the edge of pavement or traveled way. Utilities are subject to the provisions of Section 22512 of the Vehicle Code.

Clean Up Right of Way: Upon completion of the work, all dirt, debris, scraps, material, etc, shall be entirely removed and the right of way shall be left in a clean condition acceptable to the city.

Standard of Construction: All work performed within the right of way shall conform to recognized standards of construction and the approved plans, current Caltrans Standard Specifications, City of Tulare Standard Plans and any specifications relating thereto.

Inspection and Approval by the City: All work shall be subject to inspection and approval by the city. Inspection requests shall be made a minimum forty-eight (48) hours in advance of inspection time. The permittee shall notify the city when the work has been completed. City shall determine final acceptance of the work. Inspection requests may be emailed to: encroachmentpermits@tulare.ca.gov or called in: (559) 684-4270

Maintenance: The permittee agrees, by acceptance of a permit, to maintain properly any encroachment placed in the right of way and preventing any damage to any portion of the right of way resulting from the encroachment.

Cost of Work: Unless otherwise stated on the permit or separate written agreement, all costs incurred for work within the city right of way pursuant to the Encroachment Permit shall be borne by the permittee; any permittee hereby waives all claims for indemnification or contribution from the city for such work.