



ENCROACHMENT PERMIT GENERAL CONDITIONS

Reference is made to Chapter 14.08 of the City of Chico Municipal Code for requirements regulating excavations and/or encroachments on, over or under a public right-of-way or public service easement. The following sections of the Charter shall be particularly noted.

An approved copy of the encroachment permit and these general conditions shall be on the jobsite at all times while any work is being performed.

Encroachment Violations.

Failure to comply to Chapter 14.08 of the City Municipal Code or these general conditions will be considered a violation of the issued encroachment permit. City of Chico Municipal Code Chapter 1.15 provides for the issuance of administrative citations, the levying of fines, and an administrative review process. A copy of the Administrative Citation Fine Schedule is available in City's Finance Office or online at <http://www.ci.chico.ca.us>.

14.08.130 Compliance With Traffic Control Plan.

As a further condition of the issuance of a permit required by this chapter, the permittee shall undertake and carry out the encroachment or excavation authorized by such permit in accordance with the provisions of the Manual on Uniform Traffic Control Devices for Streets and Highways (MUTCD) and/or any additions or modifications thereto now or hereafter adopted in Title 18R of this code.

14.08.150 Performance of Construction or Excavation Work.

As a further condition of the issuance of a permit required by this chapter which authorizes construction or excavation work within a public right-of-way or public service easement, the permittee shall design, undertake and complete such work in the following manner:

- A. All public improvements constructed or installed within a public right-of-way pursuant to such permit shall be designed, constructed, and installed in accordance with the design criteria and improvement standards adopted in Title 18R of this code.
- B. Upon the commencement of construction or excavation work authorized by such permit, such work shall be prosecuted with due diligence and in a manner that does not obstruct or interfere with a public street, public utilities or other facilities located within a public right-of-way or public service easement any more than is absolutely necessary.
- C. Upon completion of construction or excavation work authorized by such permit, the public right-of-way or public services easement in which such work was performed shall be restored to the same condition as it was in prior to commencement of the work or such modified condition as has been expressly approved by the director, and all surplus soils or waste materials removed from the public right-of-way or public service easement shall be deposited or disposed of in a manner that complies with applicable federal, state and city laws and regulations.
- D. At the conclusion of construction or excavation work authorized by such permit, the permittee shall file with the director such "as-built" plans and specifications as may be required by the director depicting any new improvements or facilities or any modifications to existing improvements or facilities which were constructed or installed in the public right-of-way or public service easement pursuant to such permit.

14.08.160 Special Conditions of Permits.

When acting on a permit required by this chapter, the director may condition the issuance of such permit on compliance with any special requirements which the director determines are necessary in order to ensure that such encroachment or excavation will be carried out in a manner that does not threaten the safety of persons or property and in a manner that will not unreasonably interfere with the use by the city or general public of any public right-of-way or public service easement and/or any public or private property adjoining or in the neighborhood of the public right-of-way or public service easement in which the encroachment or excavation is to be made.

- A. Before any work is scheduled to begin the Contractor and the City Construction Inspector will attend a pre-construction meeting and an agreed upon date, time and location. If work begins without a pre-construction meeting being held, the contractor will be in violation of the conditions of the encroachment permit.
- B. Each person, company, or contractor performing an excavation is required to submit a "locate" request through USA North 811 (<https://www.usanorth811.org/>) at least two working days prior to any excavation, not including the day of notification. Once notified, USA North 811 will contact the City of Chico to mark or located their facilities at the proposed project site.



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- C. Any permanent monuments disturbed during construction shall be re-established by the contractor at the contractor's expense, unless otherwise noted. Re-establishment shall be performed by a licensed Land Surveyor.
- D. Inspection and Testing Requirements:
 - a. Inspections are required **for all work and materials** to be accepted by the City of Chico and advanced notification for all inspections is a requirement and responsibility of the contractor.
 - b. All City inspection requests shall be scheduled by using eTRAKiT, with the exception of geotechnical testing requests. All geotechnical testing requests are required 24 hours prior to testing. Not including weekends and City Holidays.
 - c. All geotechnical testing shall be scheduled by using the City of Chico's Materials Testing Request Form. [Development Engineering Documents - City of Chico](#). Submit the Materials Testing Request Form to encroachmentpermit@chicoca.gov
 - d. All Quality Assurance and Quality Control testing requirements are outlined in the City's Quality Assurance Program (QAP) Manual. [Development Engineering Documents - City of Chico](#)
 - e. Standard testing and inspection hours are 7:00 AM to 4:00 PM, Monday through Friday (excluding City Holidays). Any testing or inspections scheduled outside of these hours will require approval by the City Engineer and be billed at an overtime rate.
 - f. Permittee shall notify the City of Chico Inspector 24 hours before working in the right of way.
 - g. Any pavement cutting shall be neat saw cut prior to removing asphalt and final paving.
 - h. Once work is completed a scheduled inspection is required to Final the Permit.
- E. Traffic Control:
 - a. Applicant shall submit a Traffic Control Plan to the City for approval.
 - b. All traffic control measures shall comply with the current California Manual on Uniform Traffic Control (MUTCD).
 - c. The City requires notification of all approved planned traffic control lane closures 48-hours in advance to being implemented. Not including weekends and City Holidays. Notification can be made by emailing: traffic@Chicoca.gov
- F. Storm Water Management:
 - a. Any dirt or debris must be cleaned up at the end of each workday.
 - b. Trenching or any soil disturbance will not be permitted during wet weather conditions.
- G. If the construction work covered by this permit is to be done by a private contractor hired by applicant, applicant shall notify contractors as to the general conditions and requirements contain herein.
- H. The Applicant or Contractor is required to provide 72 hours advanced notification to local residents or businesses about construction dates, times, and impacts.

14.08.170 Stop Notice.

- A. No person served with a notice of the director to stop work undertaken or carried out pursuant to a permit issued in the manner provided by this chapter shall cause or permit such work to be performed. (Refer to the City of Chico Municipal code 14.08.170 for complete requirements).

15.50.075 Compliance with Construction Site Storm Water Runoff Control.

- A. An Erosion Sediment Control Plan (ESCP) will be required for all Encroachment Permits that disturb the soil.
- B. Any dirt or debris must be cleaned up at the end of each workday.
- C. Trenching or any soil disturbance will not be permitted during wet weather conditions.