



PERMIT NO. _____

CITY OF SANTA MARIA
DEPARTMENT OF PUBLIC WORKS

PUBLIC IMPROVEMENT/ENCROACHMENT PERMIT

1. JOB SITE LOCATION: _____

2. PERMITTEE: _____

ADDRESS: _____ PHONE: _____

CONTRACTOR: _____

ADDRESS: _____ PHONE: _____

3. JOB DESCRIPTION: _____

PLANS ATTACHED: YES NO

PERMITTEE SIGNATURE

DATE

NAME: _____ EMAIL: _____

TITLE: _____

All applicable work necessary for the above job description shall be per the City Public Works Department's plans and specifications. Construction traffic controls shall comply with the State of California Traffic Manual, Chapter 5. All requests for inspection shall be made at least 24 hours in advance by telephoning the inspector on the encroachment permit. Inspections will be made Monday through Friday from 8:00 a.m. To 4:00 p.m.

4. COMMENTS: _____

BY: _____ DATE: _____

for KEVIN McCUNE
DIRECTOR OF PUBLIC WORKS/CITY ENGINEER

INSPECTOR: _____ DATE COMPLETED: _____

COMMENTS: _____

EMERGENCIES

1. If public safety is in immediate danger, call SMPD / SMF Dispatch at (805) 925-0951 x2277 or call 911.
2. For emergency work to underground utilities, call Dig Alert / USA (811), then call a City Public Works Inspector. If not reached, leave a message. After the fact permits will be arranged. The City Public Works Inspector must be updated on all work progress during the emergency in order to determine whether inspection is required.
3. **Emergency work is defined as anything that USA / Dig Alert would consider emergency; work that cannot wait for the 48 notice that Dig Alert typically requires.**

NORMAL WORK

1. For non-emergency work, call Dig Alert / USA (811), then email (pw_encroachment_permits@cityofsantamaria.org) or call the Engineering Office (x2225) to arrange for encroachment permit. Based upon the type of work, send in Traffic and Pedestrian Control Plans (TCP's and any site/project plans) for all work performed in City ROW. TCPs shall comply with the California Manual on Uniform Traffic Control Devices (CA MUTCD), see: <https://dot.ca.gov/programs/traffic-operations/camutcd>.
2. Applicant must have a licensed and insured contractor in place to perform the work prior to application for permit. The permit application can be found online at: <https://www.cityofsantamaria.org/city-government/departments/public-works-services/encroachment-permit>
3. If a water shutdown is required, request and application must be submitted 5 business days prior to desired shutdown date. Shutdowns only occur Tuesdays through Thursdays unless an emergency has been approved by the Utilities Department.
4. Once the Engineering Permit Technician receives a complete application and approval on TCP's, a **DRAFT permit is issued** to applicant.
5. Applicant shall review DRAFT permit, provide signature and date, and send DRAFT permit to Engineering Permit Technician.
6. Fees are collected as necessary. No fee permits are only issued when work is done on behalf of City departments.
7. City issues signed permit that is pink in color. Permit copy shall always be on site with contractor performing work.
8. Contractor shall follow explicit instructions on permit including the arrangement for inspection and permission to start work **at least 24 hours prior to scheduled work**. Contact information for inspectors is on permit.
9. **REFERENCE PERMIT INSTRUCTIONS. If there are any questions contact the Public Works Inspector or Engineering Office at (805) 925-0951 x2225.**
10. All asphalt and concrete removal limits shall be approved by the City prior to work. Replacement of materials shall be done per City standards specifications and drawings. Other areas impacted by road cuts may require replacement outside of trenching area at the discretion of Public Works Director or his/her designee.
11. Contractor is responsible for providing testing of backfill, concrete, AC, etc. as necessary to complete repair of City infrastructure in compliance with City standards.
12. Public Works Inspectors shall be contacted prior to and after each stage of work – utility repair or tie-in, setting of forms, backfill placement, compaction of backfill/subgrade, placement of AC or PCC, etc.
13. If roadway shows signs of failure at location of utility cut within 12 months of work being performed, then Permittee shall repair the work promptly at no cost to the City Public Works Department.
14. Roadway cuts will not be permitted on streets that have been repaved or surface treated in the previous 5-year period. Emergency work is the only exception to this unless approved by the City Engineer. The permit technicians have this information readily available.

CONTACT INFO - INSPECTORS

<u>Name</u>	<u>Phone</u>	<u>Email</u>
Willie Aguilera	805-925-0951 X2466	gaguilera@cityofsantamaria.org
Paul Jacobs	805-925-0951 X2466	pjacobs@cityofsantamaria.org
Jose Perales	805-925-0951 X2466	jperales@cityofsantamaria.org

CONTACT INFO - PERMITS

<u>Name</u>	<u>Phone</u>	<u>Email</u>
Engineering Office	805-925-0951 X2225	pw_encroachment_permits@cityofsantamaria.org
Jolene Galaites	805-925-0951 X1292	jgalaites@cityofsantamaria.org
Zoe Glick	805-925-0951 X2475	zlick@cityofsantamaria.org
Luis Magallon	805-925-0951 X1742	lmagallon@cityofsantamaria.org
Mark Mueller	805-925-0951 X1667	mmueller@cityofsantamaria.org
David Beas	805-925-0951 X2439	dbeas@cityofsantamaria.org
Eric Riddiough	805-925-0951 X2476	eriddiough@cityofsantamaria.org

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 MAILING ADDRESS: 110 S. PINE STREET, STE. 101
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 TEL: (805) 925-0951, x2225