



## **STREETWORK PERMIT**

**Type of Construction:** Sidewalk    Curb & Gutter    Driveway Approach    Utilities    Other \_\_\_\_\_  
Telecom (Is company on City's approved list of providers? If not, provide CLEC/CPCN/WIRN #) \_\_\_\_\_

**Location(s) of Work**  
**(list all streets):**

**Permittee:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Contractor's License Number:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Expected Start Date:** \_\_\_\_\_ **Expected Completion Date:** \_\_\_\_\_

<b>Cost Estimate of Work in Public Right-of-Way</b>	<b>Quantity Estimate</b>	<b>Cost Estimate</b>
Curb & Gutter	_____ Linear feet	_____
Sidewalk	_____ Square feet	_____
Driveway Approach	_____ Square feet	_____
Pavement	_____ Square feet	_____
Utilities	_____ Linear feet	_____
Telecom	_____ Linear feet	_____
Other	_____	_____

**Insurance Certificate Required;** see [\*\*WEBSITE\*\*](#) for requirements **Total Cost**

Permittee affirms that the facts stated hereon are true and agrees that they, their agents, employees and contractors shall perform all work described hereon in conformance with ordinances and standard specifications of the City of Palo Alto, all pertinent State laws and to the plans and specifications approved by the City Engineer. The work allowed in this permit shall be performed by an appropriately licensed contractor as required in the Palo Alto Municipal Code. The Permittee shall pay the cost of all soils investigation and compaction tests, and shall reimburse the City for any services provided as may be required by the City Engineer, Utilities Department or Police Department. Permittee further agrees to hold the City of Palo Alto, its officers, agents, and employees harmless from all costs and damages which might arise from the Permittee's use or occupancy of the public right-of-way. The Permittee also agrees to maintain required insurance coverage through the closure of the permit and sign off by the Public Works Inspector. This permit is subject to all attached conditions made part of the permit document and may be revoked at any time for violation of any of these conditions.

Permittee Signature \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_

**\*\*\*All applications, plans, and supporting documents are to be submitted electronically through our Palo Alto Online Permitting System (OPS). Please see our [WEBSITE](#) for instructions on how to submit your application.\*\*\***

***For inspection call the Public Works Inspector @ (650) 496-6929  
-- Provide minimum one working day advance notice --***

Date: \_\_\_\_\_

Work Satisfactorily Completed: Inspector \_\_\_\_\_



# GENERAL CONDITIONS

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### **A. GENERAL**

1. Work location and configuration shall be in accordance with attached plans or as further directed by City's Public Works Inspector\*.
2. Permittee shall maintain liability insurance to the satisfaction of City's Risk Manager and shall provide City's Public Works Engineering Department with current insurance certificates documenting that said insurance is in effect from the time this permit is issued until it is closed.
3. All activities and construction shall conform to City's standards, specifications and the California Manual on Uniform Traffic Control Devices (CAMUTCD), and as further directed by this permit.
4. Permittee is responsible for obtaining any other permits required by the City of Palo Alto or any other governmental or quasi-governmental agency.

**\*\*Note:\*\*** The permittee must obtain parking permits from the City's Transportation Division if any activities will restrict public access to designated parking spaces within the University Avenue or California Avenue Parking Assessment Districts, or in time-limited parking areas near Stanford Hospital.

5. The permittee must ensure that existing City trees are not damaged in any way. If any damage does occur, it must be reported immediately to the City Arborist. Tree protection within the work area must comply with the Public Works Department Standard Detail #605.

### **B. PRIOR TO STARTING WORK**

1. The Permittee shall be responsible for the identification and location of all utilities, both public and private. Permittee shall contact Underground Service Alert (USA) at (800) 642-2444 at least 48 hours prior to beginning excavation work.
2. City's Public Works Inspector\* shall be contacted at least 48 hours (two working days) prior to start of work.
3. If the Contractor needs to post "No Parking - Tow Away" signs, a three-day advance notification to the Palo Alto Police Department is required prior to date of construction activity.

4. All appropriate traffic control measures shall be in place, as detailed in the approved traffic control plan, prior to beginning work and to the satisfaction of the Public Works Inspector\*.

### **C. NOISE AND WORK HOURS**

1. Permittee shall comply to the City's Noise Abatement Ordinance and Construction Hours, detailed in Chapter 9.10 of the Palo Alto Municipal Code.
2. Construction hours are listed below:

Monday to Friday	8am to 6pm
Saturday	9am to 6pm
Sundays and Holidays	Prohibited

Any construction outside these hours will require a Noise Exception Permit from the Chief Building Official.

3. Lane Closure Hours: See approved Traffic Control Plan and/or Special Provisions.
4. The use of amplified music or other sound in the work area is not permitted during the performance of the work in this permit.

### **D. TRAFFIC CONTROL**

1. Lane Closure Hours: See approved Traffic Control Plan and/or Special Provisions.
2. Traffic control must in accordance with the California Manual on Uniform Traffic Control Devices (CAMUTCD) and the approved traffic control plan and conditions. Any modifications made to the approved plan must be approved by Public Works Engineering.
3. The Contractor shall supply, place and maintain all necessary traffic control devices in accordance with the California Manual on Uniform Traffic Control Devices (CAMUTCD). Traffic barricades and cones shall conform to Caltrans Standard Specifications Sections 12-3.02 and 12-3.10.
4. The Contractor shall provide one working flasher for each barricade and shall insure that each flasher is maintained in working condition while in use.
5. Advance signs must be placed in locations that ensure they are clearly visible to approaching traffic. These signs should be removed promptly when they are no longer needed.
6. The construction activity must always be separated from the traveled roadway using cones that meet the specified standards above.



## GENERAL CONDITIONS

7. The Contractor shall not remove the barricades in the street at any given location until the asphalt concrete patching adjacent to the gutter and/or gutter overlay has been done and the hazard to bicyclists and motorists no longer exists.
8. Any hazardous conditions left during non-working hours shall be barricaded and marked with flashers; any such protection in a traveled portion of a vehicular or pedestrian right-of-way shall be done in a manner approved in the California Manual on Uniform Traffic Control Devices (CAMUTCD).
9. Traffic striping, legends, markers, and signage destroyed during construction activities shall be temporarily replaced prior to the release of the street to the public. The work of permanent restoration of the above shall be diligently pursued.
10. All traffic control measures are subject to the approval of the Public Works Inspector and Palo Alto Police Department. If the traffic control measures are unacceptable, the Palo Alto Police Department may take over the traffic control at the expense of the Permittee/Contractor.

### E. HOUSEKEEPING

1. No stockpiling of materials, spoils or equipment is permitted in the public right-of-way unless specifically permitted in this permit.
2. All work areas shall be swept clean at the end of each workday and at other times when directed by the Public Works Inspector. A mobile street sweeper shall be used wherever practical.
3. Dust control shall be implemented to the satisfaction of the Public Works Inspector\*.
4. The Contractor shall remove all forms, debris and undesirable material from the job site at the end of each workday.
5. Spillage resulting from hauling operations along or across any public traveled way shall be removed immediately by the Permittee/Contractor at his expense.
6. It is unlawful to discharge construction debris (soil, concrete, asphalt, sawcut slurry, paint, chemicals, etc.) or other waste materials into gutters or storm drains. The Permittee/Contractor shall incorporate best management practices (BMP's) for stormwater pollution prevention into all construction operations. Typical BMP's can be obtained from Public Works staff or the following link:  
[https://www.cityofpaloalto.org/files/assets/public/v1/public-works/engineering-services/webpages/forms-and-permits/rwq\\_stormwater\\_plansheet\\_final\\_bw.pdf](https://www.cityofpaloalto.org/files/assets/public/v1/public-works/engineering-services/webpages/forms-and-permits/rwq_stormwater_plansheet_final_bw.pdf)

7. Potable water for consolidation of backfill and other non-domestic uses in construction shall not be used. The Palo Alto Regional Water Quality Control Plant (RWQCP) will permit and provide reclaimed water to contractors and landscapers. It is located at 2501 Embarcadero Way. There may also be active dewatering projects from which water can be obtained. Check with Public Works staff for locations.

### F. SITE RESTORATION

1. The permittee is responsible for repairing, restoring, or replacing any private and City facilities damaged due to their activities. Restoration of City facilities must comply with City standard specifications and any other requirements specified by this permit. The permittee must notify the City's Public Works Inspector\* 48 hours (two working days) before beginning restoration activities. Additional permits may be required for the restoration work. Repairs to private facilities must meet the owner's requirements.
2. Unless otherwise authorized by the Public Works Inspector\*, all construction, including restoration, shall be completed within 15 working days from start of work at any specific location.

### G. PRIOR TO PERMIT FINAL

1. Permittee shall remove all debris and clean up the work area at completion of permitted activities.
2. On the final day of work under this permit, the permittee must notify the Public Works Inspector\* to conduct the necessary inspections. The permittee remains responsible and liable for the work performed and any structures erected until the permit is officially closed. Permit closure occurs when the Public Works Inspector\* signs the "Work Completed" section on the front of the permit.
3. The Contractor shall be responsible for the complete removal of all markings used in the design and execution of the permitted work. This includes all marking associated with the identifying of existing utilities by Underground Service Alert. This removal shall be performed by a method approved by Public Works-Engineering.

\* **Public Works Inspector (650) 496-6929**



## SPECIAL PROVISIONS

1. **PERMIT EXPIRATION:**

- **The approved permit is valid for six months from the date of issuance.**
- **If the permit is not finalized by the end of the six months, a new permit and/or additional fees will be required.**

2. Permittee shall provide the City evidence of Personal Injury and Property Damage insurance in a form acceptable to the CPA Risk Manager, in the minimum amounts of \$1,000,000 each for personal injury and property damage or else as indicated below. Said insurance shall name the City of Palo Alto, its officers and employees as an additional insured and shall be primary insurance with any City insurance being excess only. Said insurance shall be maintained so long as this permit/lease\* remains in force, and evidence of said current insurance and subsequent renewals shall be submitted to the City of Palo Alto, Public Works Engineering Division.

ALTERNATE COVERAGE REQUIRED:

\$ \_\_\_\_\_ ,000 Personal injury

\$ \_\_\_\_\_ ,000 Property damage

3. Encroachment, construction or use shall not extend beyond the area identified and specified as part of this permit/lease.
4. Encroachment shall not restrict visibility to any traffic control devices or signs.
5. No encroachment is permitted in exclusive bike lanes (where parking is not permitted); bus stops, or "no parking zones" unless specifically authorized within this permit.
6. Encroachment shall not block or cover access to any utility pole, manhole, vault, cleanout, valve, junction or meter box.
7. Permittee shall maintain encroaching or constructed facility and/or the property in a good and safe condition.
8. Construction shall be in conformance with plans approved by the City.
9. Whenever construction, reconstruction or maintenance work to City facilities requires relocation or modification of the encroachment, construction or use, such relocation or modification work shall be done by Permittee at Permittee's sole expense.
10. Permittee shall assure adequate visibility of encroachment, construction or use during daytime and nighttime hours.
11. Permittee shall conform to all requirements of the California Manual on Uniform Traffic Control Devices (CAMUTCD), as applicable.
12. The Permittee is required to maintain any underground facilities listed with Underground Service Alert (USA). When requested, the Permittee is responsible to mark out appropriately all underground facilities described in this permit.
13. Any public and/or private improvements damaged by the encroaching activities must be repaired or replaced in-kind to the satisfaction of the improvement owner and at Permittee expense.
14. All dumpsters used in this permitted encroachment are required to be ordered through the City's contracted collector for waste disposal services.
15. In addition to this permit, Permittee shall obtain the following permits:

16. OTHER PROVISIONS: