



# REQUEST FOR PERMIT TO WORK IN CITY RIGHT-OF-WAY

Be sure to read and sign to acknowledge that you have read and understand the *Right-of-Way, Encroachment & Construction Permit Acknowledgement* and *Inspection Procedure Acknowledgement* on the reverse side of this form; failure to do so may delay your application.

### PERMITTEE INFORMATION

Permittee Name: \_\_\_\_\_  Property Owner  Developer

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

Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_

### CONTRACTOR INFORMATION

Contractor Co. Name: \_\_\_\_\_

Contractor Co. Address: \_\_\_\_\_

Contractor Contact (24-hr): \_\_\_\_\_ Title: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone No. (24-hr): \_\_\_\_\_ Fax No.: \_\_\_\_\_

Contractor's License No.: \_\_\_\_\_ City Business License No.: \_\_\_\_\_

### PROJECT INFORMATION

Project Name/Case No.: \_\_\_\_\_ USA Ticket No.: \_\_\_\_\_

Assessor Parcel Number(s): \_\_\_\_\_

Location of Work: \_\_\_\_\_

Description of Work: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Start Date: \_\_\_\_\_ Estimated End Date: \_\_\_\_\_

No. of Working Days: \_\_\_\_\_ City Case Number: \_\_\_\_\_

*NOTE: A Traffic Control Plan shall be submitted & approved prior to permit issuance for all projects within City right-of-ways in accordance with the latest California Manual on Uniform Traffic Control Devices (MUTCD) or the Work Area Traffic Control Handbook (WATCH). Work on Bear Valley Rd shall only be permitted for night work between the hours of 10:00 PM until 5:00 AM only.*

**TO BE COMPLETED BY CITY STAFF**

Permit Type;

- Construction/Excavation
- Encroachment
- Temporary Traffic Control
- Other: \_\_\_\_\_

Attachments Required:

- Temporary Traffic Control
- WQMP Application
- Approved Plans
- Contractor Insurance Certificate

**For City Staff  
PLACE ENG/WTR CASE LABEL HERE**

**City of Victorville**  
**REQUEST FOR PERMIT TO WORK IN CITY RIGHT-OF-WAY**  
Engineering Division, Public Works Department

**RIGHT-OF-WAY, ENCROACHMENT & CONSTRUCTION PERMIT ACKNOWLEDGEMENT**

1. In consideration of the granting of this application, it is agreed by the applicant that the City and any officer or employee thereof shall be saved harmless by the applicant from any liability or responsibility for any accident, loss, or damage to persons or property, happening or occurring as the proximate result of any of the work undertaken under the terms of this application, and the permit or permits which may be granted in response thereof, and that all of said liability are hereby assumed by the applicant.
2. For Encroachment Permits, it is further agreed that if any part of this installation interferes with the future use of the highway by the general public or the reconstruction, widening, or revision in grade of said highway or the construction of sewers or storm drains, this installation must be removed or relocated as directed by the City Engineer at the expense of the Permittee or his successor.
3. Construction must conform to the approved plans, Department of Public Works Standard Specifications for Public Improvements of the City of Victorville, and Victorville's Municipal Code and must pass inspection by the Public Works Inspector.
4. Permittee must have a valid Business License and appropriate insurance requirements as set by the City's Risk Management. In addition, the Permittee is responsible for complying with all other requirements which may be imposed by other agencies having jurisdiction.
5. All trench backfill and compaction shall be certified by a R.C.E. and in accordance with Victorville Municipal Code.
6. It shall be the Permittee's responsibility to identify and protect existing surveying monuments in place and the permittee shall be financially responsible for resetting damaged or destroyed monuments.
7. All asphalt cuts must be temporarily patched with asphalt mix. Pavement replacement shall be by Permittee.
8. Title 9 of the Victorville Municipal Code provides the authorization and terms for permits to conduct work in the public rights-of-way and authorizes the Superintendent of Streets/City Engineer to issue permits for construction within the rights-of-way of the City streets of Victorville.
9. This permit becomes effective only after payment of the permit and validation hereon by the City Cashier and after an Underground Service Alert ticket number has been acquired (underground work only)
10. This Permit and the approved Plans shall be maintained at the job site at all times and made available to the Public Works Inspector upon his/her request.
11. Permits are only valid through the expiration date. If the permit expires and the work is not completed, a new permit is required and additional fees shall be required. Work conducted without a valid Permit shall result in an issuance of a STOP WORK NOTICE and the enforcement of applicable penalties and fines.
12. This permit may be extended one-time at no cost, if requested prior to the expiration date using the *Request for Permit Extension* form.
13. This Permit is only valid if work is started within 30 days after the granting of the permit and through the expiration date. If the permit expires and the work is not completed, a new permit is required and additional fees shall be required. Work conducted without a valid permit shall result in an issuance of a STOP WORK NOTICE and the enforcement of applicable penalties and fines.
14. Information on environmental issues associated with contaminated soils is available through the Victorville Fire Department at (760) 955-5227.

**INSPECTION PROCEDURE ACKNOWLEDGEMENT**

1. The Permittee shall call the INSPECTION HOTLINE to schedule all inspections 24-hours in advance at 760.955.5103.
2. Inspections are available Monday through Thursday, 8:00 am through 4:00 pm. AM Inspections are between the hours of 8:00 am and 12:00 pm and PM Inspections are between the hours of 1:00 pm and 4:00 pm.
3. Friday and weekend Inspections are only available if prior arrangements are made with a minimum of a week's advance notice.
4. An inspection must be called in each day that work is being conducted. If not, penalties and fines will be enforced in accordance with the Victorville Municipal Code (VMC) including but not limited to a STOP WORK NOTICE.
5. Prior to beginning construction, a pre-construction meeting shall be scheduled through the INSPECTION HOTLINE. You may leave a message for the Inspector with an approximate time and call-back number.
6. Multiple inspections for the same activity must be scheduled each day prior through the INSPECTION HOTLINE by calling 760.955.5103 after 4:30 pm or use the ROW codes.
7. Should you need assistance with the Inspection Hotline regarding the scheduling of inspections for ENG or WTR Permits, please contact the Engineering Department at 760.955.5158.

**SIGNATURES**

Permittee Signature: \_\_\_\_\_

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

Contractor Signature: \_\_\_\_\_

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