PROCEDURES FOR OBTAINING PUBLIC WORKS PERMITS

City of Monterey policy requires contractors to obtain permits for any utility construction work, street opening, and street or sidewalk encroachment. To obtain applicable permits, contractors must first apply with the City of Monterey Permits and Inspections Services. In addition to the permit fees and application form, additional information and requirements are described below.

- 1. **LICENSE.** All contractors performing sewer work within the City of Monterey shall be properly licensed in accordance with the provisions of Division 3, Chapter 9, Business and Professions Code, of the State of California as amended. Contractors shall present evidence of licensing, including license number. Acceptable license classifications are "A" General Engineering Contractor; C-34 Pipeline; C-36 Plumber; and C-42 Sanitation Systems.
- 2. **OSHA PERMIT.** All contractors must obtain a T1 permit from the California Division of Occupational Safety and Health (OSHA). A copy of the current OSHA permit must be on file with the City when a sewer permit is obtained. OSHA permits may be obtained from the Cal-OSHA office nearest to the contractor's business location.
- 3. **INSURANCE.** All contractors must obtain and maintain workers' compensation insurance as required by California law, and general and automobile liability insurance. The City may investigate the contractor's insurance coverage at any time. Failure of the contractor to obtain and maintain the insurance as noted above may cause the denial and/or revocation of the contractor's permit, at the sole and absolute discretion of the City.
- 4. **SITE PLANS.** Some types of work, such as driveways, require plans or sketches to show locations and dimensions of the proposed work.
- 5. TRAFFIC CONTROL PLANS. A traffic control plan shall be submitted to the Engineer for approval prior to construction. Contractor shall notify all emergency services, affected residences, or businesses, and the Public Works Department Office (phone 646-3920) 48 hours in advance as to proposed closures and alternate routes available. City of Monterey policy requires contractors to obtain permits for any utility construction work, street opening, and street or sidewalk encroachment. To obtain applicable permits, contractors must first register with the City of Monterey Permits and Inspections Services.
- 6. **CITY INSPECTOR PRE-PERMIT SITE REVIEW**: In most cases, the City inspector needs to review the location of the work prior to the issuance of a permit.

RULES AND REGULATIONS FOR PUBLIC WORKS STREET OPENING PERMIT APPLICANTS

1. Notification of Work:

- The contractor shall call the City of Monterey Permit and Inspection division (831-646-3890) prior to starting any street opening, regardless of date and time shown on the street opening permit.
- All work is to be completed within the hours of 7:00AM 5:00PM.
- If after hours, weekend, or holiday work is requested, prior authorization must be granted. There will be an additional fee charged for this work, which must be collected prior to the work commencing.
- U.S.A. Notification: At least 2 days before any excavation or digging, you must contact Underground Service Alert (1-800-227-2600). Contractor is responsible to mark in the field with white paint the limits of the proposed work area. An approved permit from the City does not alone authorize you to dig! Contacting Underground Service Alert will in turn notify public utility companies and local public agencies to locate and mark their own utilities with appropriate colored paint within your proposed marked limits. Private sewer lateral lines are usually not marked.

2. Cutting Street Surfaces:

- All concrete and asphalt streets will be saw cut with smooth straight edges with slurry to be recovered.
- All concrete trenches/patches to be epoxy and doweled with #4 rebar 2-ft O.C.

3. Backfill and Compaction and Finished Surface:

- No backfilling will commence until a City Official has inspected the work.
- Minimum trench width is 18".
- Minimum bedding below pipe is 4".
- Minimum shoulder width is 6".
- All material placed to a minimum of 6" cover over pipe must be Class 1A permeable rock.
- All backfill placed above bedding must be one of the following:
 - (a) Class II base rock
 - (b) Two sack slurry mix
 - (c) Control density backfill (cement treated base rock)
- The above material (except two-sack slurry) must be compacted with a mechanical compacting device.
- Above the compacted material, a 6" minimum deep with a 6" minimum shoulder, which extends beyond the excavated area, must be placed with Type-A ¾" medium class AC.
- Seal the surface by spray application of SSI emulsion after rolling.

Place applicable color coded warning tape per the utility.

4. Uncompleted Street Openings:

 Where openings cannot be completed during the day of opening, suitable barriers shall be placed around the excavation to prevent accidents, and lighted barricades shall be continuously maintain3ed at the opening site. Steel or wooden plates will be placed over trench if traffic would otherwise be impeded.

5. Clean-up of Right-of-Way:

 Upon completion of work, all brush, timber, scraps and other materials and debris shall be entirely removed and the right-of-way left in a condition satisfactory to the City Public Works Inspector.

6. Damage to Existing Facilities:

 Permitee shall promptly make any and all repairs to the public right-of-way or underground utilities that are damaged by the work authorized by their permit.
 These repairs shall be to the satisfaction of the City Public Works Inspector.

7. Storage of Materials:

 Absolutely no stockpiling of material will be allowed in the street or sidewalk unless authorized by this permit. Concrete washout location shall be approved by the City Public Works Inspector.

8. Archeological Finds:

• In the event that any archeological finds, (building ruins, utensils, tools, bones, etc.) are encountered, all excavating is to cease immediately and the Permit and Inspection division to be notified.

9. Sewer Laterals:

- All lateral connections will be made by the installation of a "Wye" (Y).
- All sewer laterals that are being removed from service shall be removed and
 disconnected at the sewer main and the WYE replaced with a straight piece of pipe.
 Inversion lining of the main at the lateral may be considered in certain
 circumstances with approval of the City.

10. Storm Drain Protection:

 All construction activity requires adequate protection for any catchbasin, drain inlet, curb and gutter, or storm drain feature to prevent spills, slurry, sediment, or construction debris from entering the system.