

BUILDING GUIDELINES EXPLANATION

These guidelines are to assist you as an applicant for a project/building permit.

PAGE 2: Permit Guidelines Flow Chart

Starting at the City Hall Counter, you may obtain any necessary permit forms.

- **Pre-application** – For discussions on zoning and architectural information. May include Public Works and Building Departments.
- **Residential** – Apply for permit with the Building Department.
- **Commercial** – Start discussions with Planning Department, then Building Department, then Public Works Department. City departments will notify the Fire Department for their input.
- **Encroachment Permit** – Encroachment permits are for any project that is desired or required on City right-of-way. Application may be obtained at City Hall and submitted to Public Works Department.
- **Water and Sewer Connection** – Request for water and sewer connection can be activated at City Hall and the Public Works Department.
- **Engineering and Fire** – The City Departments will contact engineering and fire for their input as to requirements for any requested project.

PAGE 3: Estimated Turn-Around Time

- The projected turn-around time for permit submittal is an estimate based on past experience. Code requirement allows up to thirty (30) days.

PAGE 4: Building Permit Process Overview

PAGE 6: Residential Connection Fees/School Residential & Commercial Fees

PAGE 7: Development Impact Fees

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PAGE 11: Public Works Site Evaluation

PAGE 12: Residential Plan Requirements

PAGE 14: SFD/Duplex Permit Process Flow Chart

PAGE 15: Application for Encroachment Permit

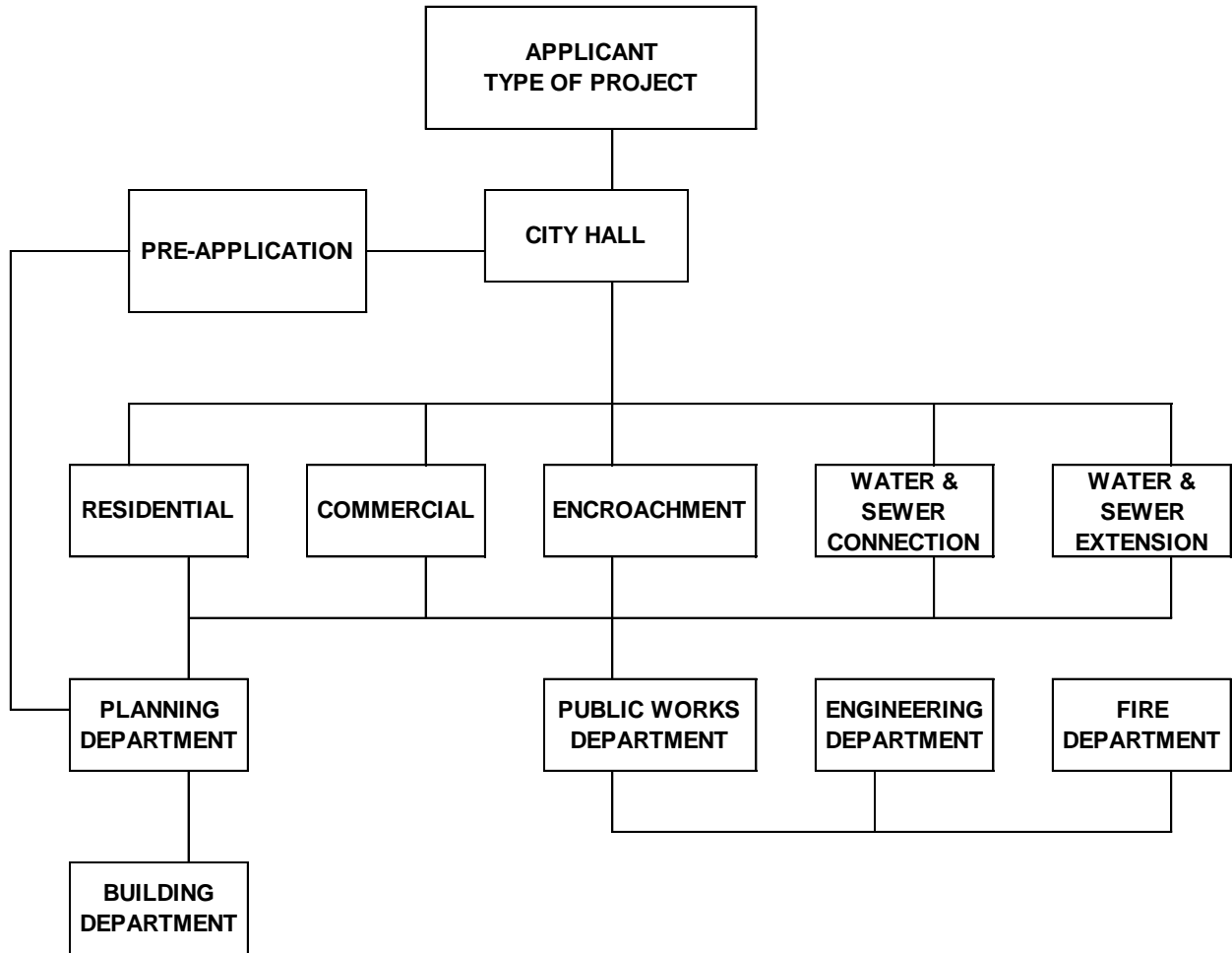
PAGE 16: Instructions for Encroachment Permit

PAGE 17: Encroachment Permit General Provisions

PAGE 21: Encroachment Permit Special Conditions – Utility Trenching

- These additional guidelines provide permit application information in more detail giving a better understanding as to what is required to complete a permit issuance.

CITY OF MT. SHASTA BUILDING PERMIT GUIDELINES FLOW CHART



**City of Mt. Shasta
Building Department
Plan Review**

Estimated Turn-Around Time

PLAN TYPE	<u>WORKING</u> DAYS TO REVIEW
Commercial - New Buildings and Additions	15
Commercial – Remodel with Structural Changes	10
Commercial – Tenant Improvement / Remodel (No structural work or additions)	5
Commercial – Resubmit Corrections for New Buildings and Additions	10
Commercial – Resubmit Corrections for Tenant Improvements and Remodels without Structural Alterations	5
Single Family Dwelling and Additions	10
Multiple Family Dwelling and Additions	15
Residential Re-submit for Corrections	5
Swimming Pools, Patio Covers, Garages, Decks, Sheds, Pole Signs, Retaining Walls	5
<u>Minor</u> Electrical, Mechanical, Plumbing, Plan Changes, and Alterations Done Over the Counter	2

Given unforeseen circumstances, we cannot predict exact turn-around times. However, we will process your application as quickly as possible and notify you when the plan review is complete.

BUILDING PERMIT PROCESS OVERVIEW

Topic	Content	Tips
Initial Planning Department Review	Planner will check the zoning of the property and tell you the setback and height restrictions for the building(s). For commercial and multi-family projects, architectural review may be required. Please review the Mt. Shasta Architectural Design Guidelines.	<ul style="list-style-type: none"> • Have the street address and Assessor's Parcel Number. • Planner is usually in the office Monday through Wednesday.
Access Potential Fees	<ul style="list-style-type: none"> • Street Improvements • Off-Site Improvements • Water and Sewer Connection • Change in use to result in additional fees • School Impact Fees • Other Fees 	
Street Improvements	These include curb, gutter, sidewalk and pave out, and will be required if they do not exist, the cost of which are the responsibility of the landowner.	<ul style="list-style-type: none"> • A meeting with the Public Works Director will help focus the extent of improvements. • A civil engineer must prepare the improvement plans.
Submit Buildings Plans	<p>Building Plans include:</p> <ul style="list-style-type: none"> • A plot plan, drawn to scale, that shows the building in relation to the property lines. • A full set of construction plans, signed (and stamped, if professionally prepared) by person responsible for preparation (blueprints), that show elevations of the home; • foundation plan; • Floor plan(s), including: • Electrical, • Plumbing and mechanical equipment; • Framing plans (including floor and roof, if applicable); • Truss roof systems – a truss layout plan showing number and location of all trusses; • Truss engineering details for each truss to be used; • Fill area framing details (if applicable), special bracing or connection details that are specified by the truss engineer (i.e., gable wall bracing, interior wall connections, etc. • Energy calculations prepared by a qualified firm or individual; • For some home designs, additional engineering may be required to be submitted with the plans. Examples would include: lateral analysis to assure the building will withstand wind and seismic forces, hold down connection details for shear panels (such as at each side of the garage door); • Engineering analysis of unusually configured construction; and • If earthwork is proposed, a grading plan must be prepared by an appropriately licensed professional and submitted for approval. 	<ul style="list-style-type: none"> • You will be required to show the inspector where the property corners are on the property to ensure compliance with the setbacks. This may necessitate having your property surveyed and survey monuments placed by an appropriately licensed surveyor. • Truss calculations should be available from your truss supplier. • Single Family Residential and Duplex buildings in the City of Mt. Shasta have a snow load requirement of 60 pounds per square foot. • A grading plan may be required for earthwork to contour your property. Excavations for foundations and/or basements are exempt. • Addresses are assigned prior to building permit issuance in cooperation with the United States Postal Service.

BUILDING PERMIT PROCESS OVERVIEW (Continued)

Topic	Content	Tips
<i>Submit Buildings Plans</i>	Site Plans for multiple-family residential building permit applications must include: <ul style="list-style-type: none">• All the items in MSMC 18.31.030• The size, dimensions and location of all off-street parking• The location and area dedicated to site landscaping• Location and flow of surface drainage from paved areas• A cross-section of the encroachment and access road paving plan• The site plan must also comply with the requirements of the Uniform Building Code (Ord. CCO-09-02, 2009)	

CITY OF MT. SHASTA

Building & Planning Department
 305 N. Mt. Shasta Boulevard
 Mt. Shasta, California 96067
 (530) 926-7510

CONNECTION FEES

CONNECTION FEES: SEWER – Fee Prior to 75% Reduction - \$16,048*

Single Family Residence		\$ 4,012.00
Duplex, Triplex and Condo w/private entrance (per unit)		\$ 4,012.00
Four plus apartment units (per unit – one bedroom unit)		\$ 2,487.45
	(per unit – two bedroom units)	\$ 3,009.00
	(per unit – three bedroom units).....	\$ 3,530.56
Commercial (per fixture unit) (\$802.40)		\$ 200.60

CONNECTION FEES: WATER – Fee Prior to 75% Reduction - \$13,002*

Single Family Residence		\$ 3,250.50
Duplex, Triplex and Condo w/private entrance (per unit)		\$ 3,250.50
Four plus apartment units (per unit – one bedroom unit)		\$ 2,015.31
	(per unit – two bedroom units)	\$ 2,437.88
	(per unit – three bedroom units)	\$ 2,860.44
Commercial (per fixture unit)(\$433.40)		\$ 108.35

**Represents a 75% reduction in fees per CCR-17-79*

DRAINAGE FEES

Single Family Residence	(1.00 residential equivalent)	\$200.00 / Structure
Duplex	(1.25 residential equivalent)	\$250.00 / Structure
Triplex	(1.50 residential equivalent)	\$300.00 / Structure
Fourplex	(2.00 residential equivalent)	\$375.00 / Structure
Over Four Units	(2.00 residential equivalent + 0.25 for each unit over four) \$400.00 + \$25.00 for each unit over four	

Commercial.....\$500.00 for first 5,000 square feet of coverage
 Including parking areas and drives; plus \$0.05 for each additional square foot up to 10,000 square feet; plus \$0.02 for each additional square foot over 10,001 square feet.

SCHOOL FEES:	SISKIYOU UNION HIGH SCHOOL DISTRICT	Residential: \$3.79 sq. ft.
	(530) 926-3006	Commercial: \$0.61 sq. ft.
	MT. SHASTA UNION HIGH SCHOOL DISTRICT	Mini-Storage: \$0.08 sq. ft.
	(530) 926-6007	

DEVELOPMENT IMPACT FEES

Suspension of Park Development Fees (Resolution No. CCR-10-44) until further review.

FEES FOR RESIDENTIAL USES:

Fees are based on a Dwelling Unit Equivalent (DUE). For each single-family use, fees for one DUE will be imposed. For example, a single-family residence will be attributed one DUE; a duplex two; a triplex three; and apartment houses according to the number of units.

Public Works.....	\$ 461.60
Police.....	346.20
Fire.....	<u>634.70</u>
Total Fee Per Residential DUE	\$ 1,442.50
75% reduction to \$1,442.50	

Parks \$4,965 (waived per CCR 10-05, 10-44)

NON-RESIDENTIAL FEES:

For all non-residential uses, 8 DUE’s shall be charged per acre or portion of an acre of project areas. Project area is equivalent to building footprint, plus parking and other surfaced areas.

Public Works.....	\$ 461.60
Police.....	346.20
Fire.....	<u>634.70</u>
Total Fee Per Non-Residential DUE	\$ 1,442.50
75% reduction to \$1,442.50*	

**Represents a 75% reduction of Development Impact Fees per CCR-18-18.*

To Calculate Non-Residential, apply one (1) DUE for each 5,445 square foot of project area.

Take total project area in square feet, divide by 5,445, and multiply times the Total Fee per DUE.

For example: A 10,000 square foot commercial project would be \$10,596 at the 2019 rate.
 $10,000/5445 = 1.8365 \times \$1,442.50 = \$2,649.15$

CITY OF MT. SHASTA
 305 N. Mt. Shasta Boulevard
 Mt. Shasta, California 96067
 (530) 926-7510 FAX (530) 926-1342

PLANNING DEPARTMENT FEE SCHEDULE

<u>PROJECT</u>	<u>FILING FEE</u>
Annexation (5 Acres or Less).....	\$ 750
Annexation (More than 5 Acres).....	\$ 1,200
Appeals (Refundable if Upheld).....	\$ 375
Conditional Use Permit.....	\$ 480
Design Review.....	\$ 325
Environmental Impact Report.....	Cost Plus 5% Admin
General Plan Amendment.....	\$ 580
Home Occupation Permit.....	Ministerial \$ 80 Non-Ministerial 345
Lot Line Adjustment/COC.....	\$ 150
Negative Declaration.....	Cost Plus 5% Admin
Sign Permit Application.....	Ministerial \$ 55 Non-Ministerial 245
Special Event.....	\$ 50 With Road Closure & Costs 150
Street Alteration/Vacation.....	\$ 500
Subdivision (Four or Less) Tentative Map.....	\$ 650
Subdivision (Five or More) Tentative Map.....	\$150.00 Per Parcel Plus \$ 300
Temporary Banner.....	\$ -0-
Variance.....	\$ 580
Zoning Amendment.....	\$ 425

In addition to the aforementioned fees, applicants shall be required to reimburse the City of Mt. Shasta for any additional costs of processing applications, to include: engineering, attorney, and environmental review, whether in-house or by a consultant, and shall pay a deposit based on the city's estimate of such costs plus 10 percent (10%) at the time of filing the application.

COMMERCIAL SEWER & WATER CONNECTION FEES

The following list of commercial fixture unit is a guide to estimate your connection fees. **Total fees will be determined by the Building Official based on your approved plans.**

Example: 1 fixture unit for water = \$502.00

Using the chart if you plan on installing:

1 water closet1.6 gal = 2.5 FU x \$502.00 = \$ 1,255.00
 1 lavatory sink 1.0 FU x \$502.00 = \$ 502.00
 Total water connection fee: \$ 1,757.00

Example: 1 fixture unit for sewer = \$619.75

1 dishwasher domestic, with independent drain = 2.0 FU x \$619.75 = \$ 1,239.50
 1 mop basin 3" trap..... = 3.0 FU x \$619.75 = \$ 1,859.25
 Total sewer connection fee:..... \$ 3,098.75

Table 6-4

1998 CALIFORNIA PLUMBING CODE

TABLE 6-4

Water Supply Fixture Units (WSFU) and Minimum Fixture Branch Pipe Sizes

Individual Fixtures	General Use	Public
		Heavy-Use Assembly
Bar sink.....	2.0	
Bathtub or Combination Bath/Shower.....	3.5	
Bidet.....	0.5	
Clinic Sink.....	8.0	
Clothes washer, domestic.....	4.0	
Dental unit, cuspidor.....	1.0	
Dishwasher, domestic.....	1.5	
Drinking Fountain or Water cooler.....	0.5	0.75
Hose Bibb.....	2.5	
Hose Bibb, each additional.....	1.0	
Kitchen Sink, domestic.....	1.5	
Laundry Sink.....	2.0	
Lavatory.....	1.0	1.0
Lawn sprinkler, each head.....	1.0	
Service Sin or Mop Basin.....	3.0	
Shower.....	2.0	
Shower, continuous use.....	5.0	
Urinal, 1.0 GPF.....	4.0	5.0
Urinal, greater than 1.0 GPF.....	5.0	6.0
Urinal, flush tank.....	3.0	4.0
Wash fountain, circular spray.....	4.0	
Wash up Sink, each set of faucets.....	2.0	
Water Closet, 1.6 GPF Gravity Tank.....	2.5	4.0
Water Closet, 1.6 GPF Flushometer Tank.....	2.5	3.5
Water Closet, 1.6 GPF Flushometer Valve.....	5.0	8.0
Water Closet,3.5 GPF Gravity Tank.....	5.5	7.0
Water Closet, 3.5 Flushometer Valve.....	8.0	10.0
Whirlpool Bath or Combination Bath/Shower.....	4.0	

TABLE 7-3
Drainage Fixture Unit Values (DFU)

Individual Fixtures	General Use	<u>Public</u>	Heavy-Use Assembly
Bar Sink.....	2.0		
Bathtub or Combination Bath/Shower.....	3.0		
Bidet, 1 1/4" trap.....	1.0		
Clinical Sink, 3" trap.....	6.0		
Clothes Washer, domestic, 2" standpipe.....	3.0		
Dental Unit, cuspidor.....	1.0		
Dishwasher, domestic, with independent drain.....	2.0		
Drinking Fountain or Water cooler.....	0.5		
Food-waste-grinder, commercial.....	3.0		
Floor Drain, emergency.....	0.0		
Kitchen Sink, domestic, with one 1 1/2" trap.....	2.0		
Kitchen Sink, domestic, with food waste grinder.....	2.0		
Kitchen Sink, domestic, with dishwasher.....	3.0		
Kitchen Sink, domestic, with grinder and dishwasher.....	3.0		
Laundry Sink, one or two compartments.....	2.0		
Laundry Sink, with discharge from clothes washer.....	2.0		
Lavatory, single.....	1.0		1.0
Lavatory in sets of two or three.....	2.0		2.0
Mop Basin, 3" trap.....	3.0		
Receptor, indirect waste, 1 1/2" trap.....	(1)		
Receptor, indirect waste, 2" trap.....	(1)		
Receptor, indirect waste, 3" trap.....	(1)		
Service Sink, 2" trap.....	3.0		
Service Sink, 3" trap.....	3.0		
Shower Stall, 2" trap.....	2.0		
Showers, group, per head,(continuous use).....	5.0		
Sink, commercial, 1 1/2" trap, with food waste.....	3.0		
Sink, service, flushing rim.....	6.0		
Sink, general, 1 1/2" trap.....	2.0		
Sink, general, 2" trap.....	3.0		
Sink, general, 3" trap.....	5.0		
Urinal, 1.0 GPF.....	4.0		5.0
Urinal, greater than 1.0 GPF.....	5.0		6.0
Urinal, 1 1/2" trap.....	4.0		5.0
Wash fountain, 1 1/2" trap.....	2.0		
Wash fountain, 2" trap.....	3.0		
Wash Sink, each set of faucets.....	2.0		
Water Closet, 1.6 PGF Gravity Tank.....	4.0		6.0
Water Closet, 1.6 GPF Flushometer Tank.....	5.0		8.0
Water Closet, 1.6 GPF Flushometer Valve.....	4.0		6.0
Water Closet, 3.5 GPF Gravity Tank.....	6.0		8.0
Water Closet, 3.5 GPF Flushometer Valve.....	6.0		8.0
Whirlpool Bath or Combination Bath/Shower.....	3.0		

**PUBLIC WORKS DEPARTMENT
SITE EVALUATION FORM**

This form will be prepared by the Building Inspector and routed to the Water Service Manager at the time of application for building permit. **Please answer any questions to which you have knowledge.** The Water Service Manager and Public Works Superintendent will evaluate the site for verification of public improvements (street curb and gutter, sidewalks, paving, sewer and water, etc.) that need to be completed in conjunction with the project. **This form is to be completed and returned to the Building Inspector within five (5) days.**

This Section to be Completed by the Building Inspector

Job Location _____ APN _____ Date Sent _____

Applicant Name _____ Project Type _____ Date Returned _____

Inspector shall attach a copy of the Assessor's Parcel Map for this property.

**This Section to be Completed by Public Works
(Please Circle Correct Response)**

Street Improvements

Is this street paved?	Yes / No	Condition?	Good	Fair	Poor
Does street frontage have curb and gutter?	Yes / No	Condition?	Good	Fair	Poor
Does street frontage have a sidewalk?	Yes / No	Condition?	Good	Fair	Poor

Comments regarding street improvements (if condition rating is poor, describe deficiencies and whether the improvements need to be replaced) _____

Sewer and Water Improvements

(1) Sewer main is available to property and across property frontage? Yes / No

If no to #(1) above, is sewer main within 500 feet of property? Yes / No

If yes to #(1) above, will lateral need to be installed from main to property? Yes / No

(2) Water main is available to property and across property frontage? Yes / No

If no to #(2) above, is water main within 500 feet of property? Yes / No

If yes to #(2) above, will lateral and meter need to be installed at property? Yes / No

Comments regarding sewer and water improvements _____

Other

Will an engineer be required to design improvements for this property? Yes / No

Explain either the improvement needed or reason why an engineer's design is not needed _____

If sewer and water laterals are needed for this project (mains are in place), complete a reimbursable Work Order and return it to the Building Inspector within five (5) days.

CITY OF MT. SHASTA
RESIDENTIAL PLAN REQUIREMENTS

RESIDENTIAL ADDITION PLAN REQUIREMENTS

- I. Two complete sets of plans and two sets of supporting documents are required to be submitted and, when required by the State Business and Professions Code, shall be wet-stamped and signed by a California-licensed architect or –registered engineer.

- II. The following items shall appear on the first sheet of the drawings:
 - A. Applicable codes: Current California Code of Regulations Title 24, with local amendments.
 - B. Building code data: Occupancy Group: R3 – residence; U1 garage;
Type of Construction: V-N;
New & existing floor area per occupancy and per story; Number of stories.

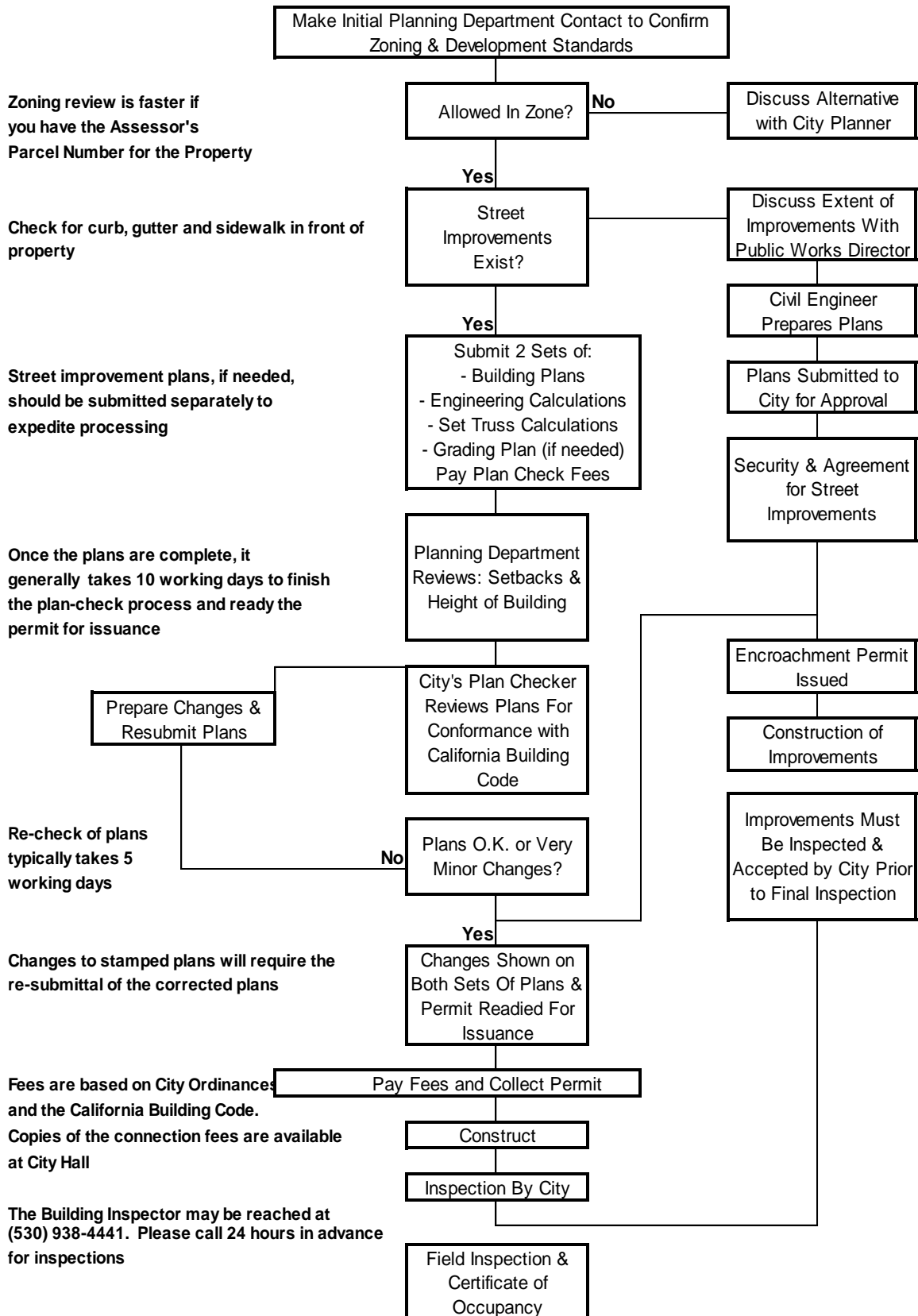
- III. Plans shall consist of:
 - A. Vicinity Map
 - B. Project Description
 - C. Site Plan:
 - 1. Legal description and site address
 - 2. Location and size of addition on the property relative to property lines and other structures
 - 3. North arrow
 - 4. The location of building setback lines or any building envelopes that were required by deed restriction or project conditions of approval
 - 5. The location of any easements
 - 6. A simple vicinity map that shows where the property is located in relation to the nearest major street intersection or landmark
 - 7. The site plan must also comply with the requirements of the Uniform Building Code (Ord. CCO-09-02, 2009)
 - D. Site Plans for multiple-family residential building permit applications must include:
 - 1. All the items in MSMC 18.31.030
 - 2. The size, dimensions and location of all off-street parking
 - 3. The location and area dedicated to site landscaping
 - 4. Location and flow of surface drainage from paved areas
 - 5. A cross-section of the encroachment and access road paving plan
 - 6. The site plan must also comply with the requirements of the Uniform Building Code (Ord. CCO-09-02, 2009)
 - E. Foundation plan and details:
 - 1. Footing sizes and reinforcing
 - 2. Slab thickness, reinforcing and moisture barrier, if required
 - 3. Locations and sizes of hold downs and anchor bolts

- F. Floor plan:
 - 1. Show layout of new and existing partitions
 - 2. The uses of new areas and adjacent existing areas
 - 3. Size, type, and location of doors and windows
 - 4. Framing information (size, spacing, and directions of joists and rafters; headers; beams and columns, shear walls, floor diaphragms) may be shown here or on a separate framing plan
 - 5. Plumbing, mechanical, and electrical fixtures and equipment
- G. Roof plan (may be combined with plot plan, if simple):
 - 1. Roof material, slope, ridges, valleys, overhangs, roof diaphragm
- H. Exterior Elevations:
 - 1. Show ceiling heights, finishes, doors/windows
 - 2. Overall building height
- I. Framing Sections:
 - 1. Show roof, floor and wall construction, and the foundation
 - 2. Interior finishes and insulation
- J. Details:
 - 1. Show structural details for connections of framing members to each other and to the foundation providing a continuous load path for both gravity and lateral (wind or seismic) loads
- K. Energy Compliance:
 - 1. CF-1R forms completed and blueprinted on the plans
 - 2. Mandatory measures addressed on the plans
 - 3. Two sets of documentation of compliance
- L. Structural Calculations:
 - 1. Two sets of calculations are required due to snow loads.

IV. **Planning Department review is required. Homeowner's association approval may be required.**

City of Mt. Shasta

Single Family Residential & Duplex Building Permit Process



APPLICATION FOR ENCROACHMENT PERMIT

CITY OF MT. SHASTA
305 N. MT. SHASTA BLVD. MT. SHASTA, CA 96067

Initial Fee: \$42 (Additional fees may apply once application has been processed)

DATE: _____ (PLEASE PRINT)

The undersigned hereby applies for permission to excavate, construct and or otherwise encroach on City right of way by performing the following work or placing the following items:

Any work must be marked in the field with conspicuous stakes and flags readily visible from the City Street. Mark on the stakes to identify the applicant. The site must be identified to obtain a permit.

The work is located at _____ approximately _____ feet from Intersection/Street _____ APN No. _____

The estimated project valuation is \$_____.

Detailed plans must be submitted with this application. Design plans signed by a licensed engineer may be required by the Director of Public Works. A building permit may be required, check at City Hall.

The encroachment permit if issued, is issued in accordance with Section 1460 of the Streets and Highways Code and no warranty is made or implied with regard to the ownership of the underlying fee title to the real property involved. If the described work will encroach onto any property beyond the City right of way, the applicant will need to secure written permission from the abutting property owner.

The applicant in signing this application agrees to do the described work in accordance with City adopted construction standards and regulations.

The signature of the application will serve to indicate and acknowledge that the applicant has read and does understand the provisions set forth herein, and upon affixing said signature, does agree to conform and comply with these requirements, including the attached General Provisions, and specific provisions if added to the permit. The applicant further agrees that no work shall proceed until applicant has provided the City with an endorsement of applicants general liability insurance policy naming the City of Mt. Shasta, its agents, and employees as additional insureds for this work.

THIS IS AN APPLICATION ONLY
No work shall start until a Permit is Issued
(Please Print)

Contractors Name License # _____

Owners Name _____

Signature of Contractor _____

Signature of Owner _____

Street Address _____

Street Address _____

City, State, Zip Code _____

City, State, Zip Code _____

Telephone Fax _____

Telephone Fax _____

INSTRUCTIONS ENCROACHMENT PERMIT APPLICATION

1. Thoroughly read the Encroachment Permit General Provisions and the Special Conditions Encroachment Permits Utility Trenching information provided herein.
2. Complete the Application for Encroachment Permit. Provide as much information as you can. On a separate sheet, please provide a Pedestrian Control Plan and a Traffic Control Plan if applicable. Pedestrian Control Plans shall provide a clearly delineated, safe passageway for pedestrians to travel around the work site. Traffic and Pedestrian Control Plans shall be in conformance with Caltrans Standard Specifications Section 7-1.08, 7-1.09, and Section 12 and the Manual of Traffic Controls, Caltrans.
3. **Contractor information and signature must be included and the property owner's signature is required on the application**
4. ***Include a check payable to the City of Mt. Shasta for \$42***, which is the minimum deposit amount. Depending on the size of the project, additional fees may be required and you will be advised at the time the permit is approved.
5. Contact your insurance company and obtain a Certificate of Liability Insurance (sample attached) naming the City of Mt. Shasta as an additional insured for the specific event/display/job and time frame. General liability must be at least \$500,000. Your insurance **must also include an endorsement** of insurance page similar to the attached Appendix B form, which is the insurance underwriters endorsement of the policy change.
6. Bring your completed and signed form, along with the Certificate of Liability Insurance and Appendix B endorsement to City Hall, 305 N. Mt. Shasta Blvd. Mt. Shasta, CA. 96067.
7. The Public Works Director will review the information provided and contact you when the permit is ready. If there is additional information required the Public Works Director or his staff will let you know. No encroachment onto a public right-of-way or on City property shall begin without first obtaining the permit, therefore, work may not begin without first obtaining an approved encroachment permit.

NOTE: You should allow 2 weeks for this process; however, it may be longer depending on the size of the project/job.

If you have further questions, you may direct them to the Public Works Director or City Hall staff at (530) 926-7510.

ENCROACHMENT PERMIT GENERAL PROVISIONS

1. Authority and Definition. This permit is issued under authority of Ordinance 96-03 of the City of Mt. Shasta. The term encroachment is used in this permit as defined in Chapter 6 of Division 2 of the Streets and Highways Code of the State of California.
2. Revocation. Except as provided by law for public corporations, franchise holders and utilities, this permit is revocable at any time. These General Provisions and any Special Provisions are subject to modification or abrogation at any time.
3. Assignment. No party other than the Permittee or permittee's authorized agent is allowed to work under this permit.
4. Acceptance of Provisions. It is understood and agreed by the Permittee that the performance of any work under this permit shall constitute acceptance of the provisions and all attachments to this permit.
5. Prior Right. It is understood and agreed that the City has a prior right to the use of its rights of way.
6. Notice Prior to Starting Work. Before starting work on which an inspector is required, or whenever stated on the face of this permit, the Permittee shall notify the Director of Public Works or other designated employee of the City. Such notice shall be given at least three days in advance of the date work is to begin.
7. Permission from Property Owners. Whenever necessary to secure permission from abutting property owners, such authority must be secured by the Permittee prior to starting work.
8. Permits from other Agencies. This permit shall be invalidated if the Permittee has not obtained all permits necessary and required by law, from the Public Utilities Commission of the State of California (PUC), California Occupational Safety and Health Administration (CAL-OSHA), or any other public agency having jurisdiction.
9. Keep Permit on the Work. This permit shall be kept at the site of the work.
10. Supervision. All the work shall be done subject to the monitoring of, and to the approval and acceptance of, the Director of Public Works.
11. Standards of Construction. All work shall conform to recognized standards of construction.

ENCROACHMENT PERMIT GENERAL PROVISIONS (Continued)

12. Protection of Traffic. The Permittee shall cause to be placed, erected, and maintained all warning signals, lights, barricades, signs, and other devices or measures essential to safeguard travel by the general public over and at the site of work authorized herein.
13. Pedestrian and Bicycle Safety. A safe minimum passageway of four (4) feet shall be maintained through the area where pedestrian or bicycle facilities are existing. At no time shall pedestrians be diverted onto a portion of the street in use for vehicular traffic.
14. Minimum Interference with Traffic. All work shall be planned and carried out so that there will be the least possible inconvenience to the traveling public – traffic shall not be unreasonably delayed.
15. Clean Up Right of Way. The Permittee shall, at all times, during the progress of the work keep the roadway in as neat and clean a condition as is possible and upon completion of the work granted herein, shall leave the right of way in a thoroughly neat, clean, and usable condition.
16. Storage of Material. No matter shall be stored within eight (8) feet from the edge of pavement or traveled way.
17. Borrow and Waste. Only such borrow and waste will be permitted and within the limits as set forth on the face of this permit.
18. Care of Drainage. If the work contemplated shall interfere with the established drainage, ample provision shall be made by the Permittee to provide for it as may be directed by the Director of Public Works. All City cross drains shall be tunneled under without damage to the cross drains.
19. Future Moving of Installation. It is understood by Permittee that whenever construction, reconstruction or maintenance work on the right of way may require, the installation provided for herein shall, upon request of the City, be immediately moved by, and at the sole expense of, the Permittee.
20. Making Repairs. If the City shall so elect, repairs to paving which has been disturbed shall be made by its employees and the expenses thereof shall be borne by the Permittee, who shall purchase and deliver on the roadway the materials necessary for said work as directed by the Director of Public Works. All payments to laborers, inspectors, etc., employed by the City for or on account of the work herein contemplated, shall be made by said Permittee forthwith on receipt of written statement approved by the Director of Public Works. The City may elect to require a deposit before starting repairs, in an amount sufficient to cover the estimated cost thereof.

ENCROACHMENT PERMIT GENERAL PROVISIONS (Continued)

21. Responsibility for Damage. The City of Mt. Shasta and all officers and employees thereof, including but not limited to the City Manager and the Director of Public Works, shall not be answerable or accountable in any manner for injury to or death of any person, including but not limited to the permittee, persons employed by the permittee, persons acting in behalf of the permittee, or for damage to property from any cause. The permittee shall be responsible for any liability imposed by law and for injuries to or death of any person, including but not limited to the permittee, persons employed by the permittee, persons acting in behalf of the permittee, or for damage to property arising out of work, or other activity permitted and done by the permittee under a permit, or arising out of the failure on the permittee's part to perform his obligations under any permit in respect to maintenance or any other obligations, or resulting from defects or obstructions, or from any cause whatsoever during the progress of the work, or other activity or at any subsequent time work or other activity is being performed under the obligations provided by and contemplated by the permit.

The permittee shall indemnify and save harmless the City of Mt. Shasta, all officers, employees, and contractors, thereof, from all claims, suits or actions of every name, kind and description brought for or on account of injuries to or death of any person, including but not limited to the permittee, persons employed by the permittee, persons acting in behalf of the permittee and the public, or damage to property resulting from the performance of work or other activity under the permit, or arising out of the failure on the permittee's part to perform his obligations under any permit in respect to maintenance or any other obligations, or resulting from defects or obstructions, or from any cause whatsoever during the progress of the work, or other activity or at any subsequent time work or other activity is being performed under the obligations provided by and contemplated by the permit, except as otherwise provided by statute. The duty of the permittee to indemnify and save harmless includes the duties to defend as set forth in Section 2778 of the Civil Code. The permittee waives any and all rights to any type of expressed or implied indemnity against the City, its officers, employees, and contractors. It is the intent of the parties that the permittee will indemnify and hold harmless the City, its officers, employees, and contractors, from any and all claims, suits or actions as set forth above regardless of the existence of degree of fault or negligence, whether active or passive, primary or secondary, on the part of the City, the permittee, persons employed by the permittee, or acting on behalf of the permittee.

For purposes of this section, "contractors" shall include contractors and subcontractors under contract to the City of Mt. Shasta performing work within the limits of this permit.

22. Cost of Work. Unless stated in the permit, or separate written agreement, all costs incurred for work within the City rights of way pursuant to this encroachment permit shall be borne entirely by the Permittee. Permittee hereby waives all claims for indemnification or contribution from the City for any such work.

ENCROACHMENT PERMIT GENERAL PROVISIONS (Continued)

23. Maintenance. The Permittee agrees to exercise reasonable care to properly maintain this encroachment and to exercise reasonable care in inspecting for and immediately repairing and making good any injury to any portion of the roadway which occurs as a result of the maintenance of the encroachment in the roadway or as a result of the work done under this permit, including any and all injury to the roadway which would not have occurred had such work not been done or such encroachment not placed therein. Maintenance shall include, but not be limited to, cleaning and keeping free from debris all structures included as a part of this encroachment.
24. Restoration: All pavement, curb, gutter, sidewalk, borrow ditches, pipes, headwalls, road signs, trees, shrubbery, and/or other permanent road facilities impaired by or as a result of construction operations at the construction site, or at other ground occupied by materials and/or equipment, shall be restored immediately to a condition as good as or better than existed prior to the construction.
25. Archaeological. Should any archaeological resources be revealed in the work vicinity, the permittee is responsible for, notifying the Department's Representative immediately, retaining a qualified archaeologist who shall evaluate the archaeological site and make recommendations to the Department Representative regarding the continuance of work.
26. No Precedent Established. This permit is issued with the understanding that it does not establish a precedent.
27. Completion. Immediately following completion of construction permitted herein, Permittee shall fill out and mail in "Notice of Completion Card" provided by the City.
28. The City will not be held responsible for any damage to any underground or other facilities, that have been caused during the course of the City's normal maintenance procedures. The City will not assume any responsibility, at any time, should any provisions of this permit not be complied with.
29. City may impose conditions on the granting of a permit, the performance of which would be required of the Permittee by the City.

**SPECIAL CONDITIONS
ENCROACHMENT PERMITS
UTILITY TRENCHING**

1. Roadway Surfacing and Base Materials: When the permit authorizes installation by the open cut method, surfacing and base materials and thickness thereof shall be as specified in the permit, or at a minimum two (2) inches of AC pavement over six (6) inches of Cal-Trans Class 2 AB.

Temporary repairs to pavements shall be made and maintained upon completion of backfill until permanent repairs are made. Permanent repairs to pavements shall be made within thirty (30) days of completion of backfill unless otherwise specified by the City. Temporary pavement patches shall be placed and maintained in a smooth riding plane free of humps or depressions.

2. Crossing Roadway: Service and other small diameter pipes shall be jacked or otherwise forced underneath pavement, without disturbing it. Pavement or roadway shall not be cut unless specifically permitted on the face hereof. Service pipes will not be permitted inside of culverts used as drainage structures.
3. Depth of Pipes: There shall be a minimum of 36 inches of cover over all pipes or conduits.
4. Detector Strip: A continuous metallic detector strip shall be provided with non-metallic main installations. Service connections shall be installed at right angles to the centerline of the roadway when possible.
5. Installation by Open Cut Method: When the permit authorizes installation by the open-cut method, no more than one lane of the highway pavement shall be open-cut at any one time. Any exceptions shall be in writing by the Director of Public Works. After the pipe is placed in the open section, the trench is to be backfilled in accordance with specifications, temporary repairs made to the surfacing and that portion opened to traffic before the pavement is cut for the next section. If, at the end of the working day, backfilling operations have not been properly completed, steel bridging shall be required to make the entire roadway facility available to the traveling public, unless otherwise authorized by the Director of Public Works. The pavement shall be cold planed to a depth equal to the thickness of the plating and to a width and length equal to the plating dimensions.
6. Pavement Removal: PCC pavement to be removed shall be saw cut to a minimum depth of 10.16 centimeters (4") to provide a neat and straight pavement break along both sides of trench. AC pavement shall be saw cut to the full depth.

SPECIAL CONDITIONS UTILITY TRENCHING (Continued)

Where the edge of the trench is within 0.60 meters (2") of existing curb and gutter or pavement edge, the asphalt concrete pavement between the trench and the curb or pavement edge shall be removed.

7. Backfilling. All excavations shall be backfilled and mechanically compacted immediately after work therein has been completed. No portion of the excavation shall be compacted by ponding or jetting. Back filling materials shall comply with California Department of Transportation Standard Specifications.
8. Sides of Open-Cut Trenches: Sides of open-cut trenches in paved areas shall be kept as nearly vertical as possible. Trenches shall not be more than 0.60 meters (2") wider than the outside diameter of the pipe to be laid therein, plus the width to accommodate shoring.
9. Excavation Under Facilities: Where it is necessary to excavate under existing curb and gutter, or underground facilities, the void shall be backfilled with two (2) sacks cement-sand slurry.
10. Permanent Repairs to PCC Pavement: Repairs to PCC pavement shall be made of Portland cement concrete containing a minimum of 298.46 kg (7-sack) of cement per cubic yard. Replacement PCC pavement shall equal existing pavement thickness. The concrete shall be satisfactorily cured and protected from disturbance for not less than 48 hours. Where necessary to open the area to traffic, no more than two (2%) percent by weight of calcium chloride may be added to the mix and the road opened to traffic after six (6) hours.
11. Removal of PCC Sidewalks or Curbs: Concrete sidewalks or curbs shall be saw cut to the nearest score marks and replaced equal in dimension to that removed with score marks matching existing adjacent sidewalk or curb.
12. Spoils: No earth or construction materials are to be dragged or scraped across the roadway pavement, and no excavated earth shall be placed or allowed to remain at a location where it can be tracked on the roadway traveled way, or any public or private approach by the permittee's construction equipment, or by traffic entering or leaving the roadway traveled way. Any excavated earth or mud so tracked onto the highway pavement or public or private approach shall be immediately removed by the Permittee.
13. Maintain Surface. The Permittee shall maintain the surface over structures placed hereunder as long as necessary.
14. In all cases earthwork will be constructed so as to positively prevent erosion onto City roadways.