



CITY OF MENIFEE
ENGINEERING DEPARTMENT
29844 HAUN ROAD, MENIFEE CA 92586
PHONE (951)672-6777



Know what's below.
Call before you dig.

Encroachment Permit

PERMIT NUMBER (Office Use Only) : _____

Name of Permittee/Applicant: _____ Date: _____

Phone: _____ Email: _____

Location: _____

Estimated dates & duration of work: _____

Description of Work to be Undertaken: _____

Insurance Certificate Received: ☐ Contractor's License Received: ☐ Underground Service Alert
USA# _____ Business License No.: _____ Fee/Deposit: _____

Additional Information /submittals needed from permittee/applicant: _____

With the completion of this application, the permittee hereby agrees to:

- Hours of work _____ (8:30am to 3:30pm unless otherwise specified)
- NOTIFY THE COUNTY OF RIVERSIDE TRAFFIC SIGNAL SUPERVISOR DLANEY DAVEZAN AT 951-232-7293 PRIOR TO ANY WORK WITHIN 1,000 FEET OF TRAFFIC SIGNAL.**
- The Public Right-of-Way permit shall be presented upon demand to any City employee or agent at the site of work being performed. Failure to produce the permit shall be grounds for immediate suspension of work and immediate remedial measures, as may be determined necessary by the City.
- The Director of Public Works/City Engineer may impose, without prior notification, special conditions limiting the hours of operation, or the conditions as deemed necessary to ensure public health, safety, or convenience. Violation of these or any other conditions may result in the immediate revocation of the permit and forfeiture of the cash deposit.
- Notify the City Public Works Inspector (below) at least 48 hours in advance of the time when work will be started, and upon completion of the work, immediately notify the City Public Works Inspector of such completion:
☐ DYLAN MENDIVIL – DMendivil@cityofmenifee.us ☐ CHAD ANEMA – Canema@cityofmenifee.us
☐ ANDREW COOVER – ACoover@cityofmenifee.us
☐ RALPH LARSON – RLarson@cityofmenifee.us ☐ MARCOS LEAL – MLeal@cityofmenifee.us
- Comply with [County Ordinance No. 499](#), any amendments thereto, the terms and conditions of the permit, and all applicable rules and regulations of the City of Menifee and other public agencies having jurisdiction.
- The permittee shall accept full responsibility for complying with Federal, State and County environmental laws receiving any necessary environmental clearances and/or permits, prior to commencing any work as authorized by this permit.
- Remove all mark outs from the public right-of-way.
- PERMITTEE SHALL ENSURE THAT ANY WORK AFFECTING MONUMENT(S) COMPLIES WITH BUSINESS AND PROFESSIONS CODE SECTION 8771 AS WELL AS ANY OTHER STATE, FEDERAL, AND COUNTY LAWS THAT MAY OTHERWISE APPLY. ADDITIONALLY, PERMITTEE SHALL ENSURE THAT ANY WORK ACTUALLY PERFORMED ON ANY MONUMENT(S) IS INSPECTED AND VERIFIED BY THE CITY OF MENIFEE PUBLIC WORKS DEPARTMENT AT PERMITTEE'S SOLE COST.**
- PATCHING OF TRENCHES IN STREETS FROM OCTOBER 1ST TO APRIL 29TH SHALL BE ½" HMA AND OR CITY APPROVED MATERIAL.**

Insurance Requirements:

Commercial General Liability Insurance no less broad than ISO form CG 00 01 with minimum limits of \$1,000,000 per Occurrence; \$2,000,000 General Aggregate. The City of Menifee must be an additional insured for liability arising out of ongoing and completed operations by or on behalf of the contractor. City of Menifee shall continue to be an additional insured for completed operations for (1) year after completion of the work. Attach a Certificate of Insurance naming the City of Menifee as additional insured; an Additional Insured Endorsement at least as broad as ISO form CG 20 12 or 20 26 and CG 20 37 must also be provided.

Automobile Liability insurance in the amount of \$1,000,000 per occurrence.

Workers' Compensation Insurance with statutory limits as required by the State of California Labor Code. If the Permittee has no employees, Permittee may sign a certification stating such. The insurance provided to the City of Menifee as an additional insured must apply on a primary and non-contributory basis with respect to any insurance or self-insurance program maintained by the City of Menifee. Permittee grants to the City of Menifee a waiver of any right to subrogation which any insurer of Permittee may acquire against the City of Menifee by virtue of the payment of any loss under such insurance. Permittee agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation. The Workers' Compensation policy shall be endorsed with a waiver of subrogation in favor of the City of Menifee for all work performed by the Permittee, its employees, agents, and subcontractors.

Return all required, completed, and signed documents to the City of Menifee at the address listed above during regular business hours – Monday through Friday, 8AM to 5PM.

For the full City of Menifee Municipal Code, please visit our website at: <https://www.cityofmenifee.us/>.

Indemnity and Hold Harmless:

To the full extent permitted by law, permittee shall indemnify, hold harmless, release and defend the City of Menifee, its officers, elected officials, employees, agents and volunteers from and against any and all actions, claims, demands, damages, disability, losses, expenses including attorney's fees and other defense costs and liabilities of any nature that may be asserted by any person or entity including but not limited to, permittee, its contractors, officers, employees, and agents (if applicable), in whole or in part, arising out of permittee's activities hereunder, including the activities of other persons employed or utilized by permittee in the performance of this Encroachment Permit (including design defects and regardless of City of Menifee's approval, use or acceptance of the work or work product hereunder) excepting liabilities due to the sole negligence or willful misconduct of the City of Menifee. This indemnification obligation is not limited in any way by any limitation on the amount or type of damages or compensation payable by or for permittee under Worker's Compensation, disability or other employee benefit acts or the terms, applicability or limitations of any insurance held or provided by permittee and shall continue to bind the parties after termination/completion of this Permit.

For purposes of Indemnity and Additional Insured Endorsement requirements, work shall be deemed to be performed for the City of Menifee if the work is performed for or by parties who have been issued a permit by the City of Menifee. Any contractor hired to perform work under this permit must also sign the application.

THE UNDERSIGNED AGREES THAT THE WORK WILL BE DONE IN ACCORDANCE WITH THE CITY OF MENIFEE STANDARDS AND SUBJECT TO THE PERMIT'S TERMS AND CONDITIONS, INCLUDING INSURANCE REQUIREMENTS ON PAGE 2 OF THIS PERMIT, AND SUBJECT TO INSPECTION AND APPROVAL.

Signature of Contractor

Contractor #

Date

Signature of Applicant

Date

Office Use Only

EP: _____ Issue Date: _____ Expiration Date: _____ Approved By: _____

Issued to: _____

Extension to: _____ Approved By: _____ Date: _____

Issued to: _____

Inspectors Notes: _____

Final Inspection approval by: _____



CITY OF MENIFEE

ENGINEERING DEPARTMENT

Checklist for Encroachment Permit Application *(for use by Applicant)*

The City of Menifee accepts digital encroachment permit submittals. To submit digitally, please email all the following documents in PDF format to Encroachment_Permits@cityofmenifee.us for processing. Applicants may also submit in physical format at City Hall.

1. _____ (1) copy Encroachment Permit Application
2. _____ (3) copies Plans & Details (11"x17" minimum size)
3. _____ (3) copies Traffic Control Plan (if required)
4. _____ (1) copy Contractors' License
5. _____ (1) copy City of Menifee Business License

(1) copy

Certificate of Insurance (ACORD Form) showing GL limits of \$1M per occurrence, \$2M Aggregate, Auto limits of \$1M, and WC with statutory limits and E.L of \$1M. In addition, the following endorsement are required:

- GL Additional Insured Ongoing Operations (CG 20 12 or 20 26)
- GL Additional Insured Completed Operations (CG 20 37)
- GL Primary Noncontributory (CG 2001)
- GL Waiver of Subrogation
- Auto Additional Insured, Primary Noncontributory, and Waiver of Subrogation
- WC Waiver of Subrogation