

(530) 257-1041 Fax (530) 257-1057



SECTION 7031.5 BUSINESS AND PROFESSIONS CODE: Any city or county which requires a permit to construct, alter, improve, demolish, or repair any structure, prior to its issuance, also requires the applicant for such permit to file a signed statement that he/she is licensed pursuant to the provisions of the Contractor's License Law Chapter 9 (commencing with Sect.7000) of Division 3 of the Business and Professions Code or that he/she is exempt therefrom and the basis for the alleged exemption. Any violation of Sect. 7031.5 by any applicant for a permit subjects the applicant to a civil penalty of not more than five hundred dollars(\$500).

LICENSED CONTRACTOR'S DECLARATION:

☐ I hereby affirm I am licensed under provisions of Chapter 9 (commencing with Sect.7000) of Division 3 of the Business and Professions Code, and my license is in full force and effect.

License Number: _____ Classification: _____

Contractor's Signature: _____ Date: _____

OWNER/BUILDER DECLARATION:

I hereby affirm under penalty of perjury that I am exempt from the Contractor's License Law for the following reasons:

☐ **I, as owner of the property, or my employees with wages as their sole compensation, will do the work, and the structure is not intended or offered for sale.** (Sect. 7044 Business and Professions Code: The Contractor's License law does not apply to an owner who builds or improves thereon, and who does such work himself or through his own employees, provided that such improvements are not intended or offered for sale. If however, the building or improvement is sold within one year of completion, the owner/builder will have the burden of proving that he did not build or improve for the purpose of sale).

☐ **I, as owner of the property, am exclusively contracting with licensed contractors to construct the project** (Sect. 7044, Business and Professions Code: The Contractor's License Law does not apply to an owner of property who builds or improves thereon, and who contracts for such projects with a contractor's license pursuant to the Contractor's License Law).

☐ **I am exempt under Section _____ Business and Professions Code for this reason:** _____

Owner's Signature: _____ Date: _____

WORKER'S COMPENSATION DECLARATION:

(This section need not be completed if the project value is \$100 or less)

I hereby affirm under penalty of perjury one of the following declarations:

☐ I have and will maintain Workers' Compensation Insurance as required by section 3700 of the Labor Code for the performance of work for which this permit is being issued. My Workers' Compensation Insurance carrier and policy number are:

Carrier: _____ **Policy Number:** _____ **Expiration Date:** _____

☐ I certify that in the performance of the work for which this permit is issued, I shall not employ any person in any manner so as to become subject to the Works' Compensation Laws of California and agree that if I should become to subject to the workers' compensation provisions of Sect. 3700 of the Labor Code, I shall forthwith comply with those provisions.

☐ I have and will maintain a certificate of consent to self-insure for workers' compensation pursuant to Sect. 3700 of the Labor Code for the performance of the work for which this permit is issued.

Applicant's Signature: _____ ☐ Owner ☐ Contractor ☐ Agent

WARNING: Failure to secure workers' compensation coverage is unlawful and shall subject an employer to criminal penalties and civil fines up to \$100,000, in addition to the cost of compensation, damages as provided for in Sect. 3706 of the Labor Code, interest, and attorney fees.

**FOR OFFICIAL USE ONLY
FEE AND DEPOSIT WORKSHEET**

This deposit is required by section 12.20.050 of the City of Susanville Code and is for the improvements to occur at:

Following is a list of items for which the deposit is required and their cost estimation:

Item	Description	Quantity / Price	Security Deposit	Permit Fee
1	Curb & Gutter:			
2	Sidewalk:			
3	Drive Approach:			
4	AC or PCC Pavement:			
5	Water/Gas Taps:			
6	Non-Construction:			
7	Other Fees:			
		TOTALS		

Grand Total: \$ _____

A DEPOSIT OF \$ _____ (Has Been Collected)(Will Be Required).

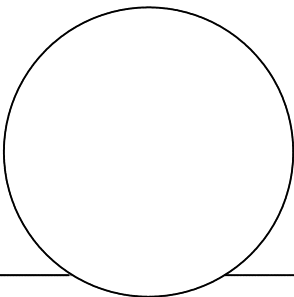
INDICATES NORTH

NAME _____
ADDRESS _____
PHONE# _____

NAME_____
ADDRESS_____
PHONE#_____

CITY OF SUSANVILLE, PUBLIC WORKS DEPARTMENT
ENCROACHMENT PERMIT LOCATION MAP
FOR STREETS AND ALLEYS IN THE CITY
(EXHIBIT A)

NAME
ADDRESS
PHONE#



INDICATES NORTH

EXHIBIT “B”

GENERAL CONDITIONS:

1. Call underground service alert (USA) two (2) working days prior to any excavation, at 1-800-227-2600 or **811**. No work shall commence prior to the legal start date listed on Underground Service Alert Ticket issued by USA North 811.
2. Notify the Public Works Department when you are ready to begin work at (530) 257-1041.
3. Notify the Public Works Department to inspect concrete work:
 - A) After sub base compaction
 - B) After base compaction (forming complete)
 - C) During concrete placement
 - D) After work has been completed
4. Notify the Public Works Department to inspect water meter set(s) at least 24-hours prior to installation of water meter(s). Water meter(s) will not be installed until water meter(s) set(s) comply with pertinent City of Susanville Standard Details.
5. All trenches must be inspected:
 - A) Prior to installation of sand bedding
 - B) Prior to installation of Class II Aggregate Base, or Lean Concrete Backfill
 - C) Prior to installation of Asphalt Concrete
6. All forms are to be inspected and approved by the Public Works Department before any concrete is placed.
7. Copies of all concrete delivery weighmaster's batch certificates must be furnished to the Public Works Department before final approval and before deposit (if any) is refunded. City may at its sole discretion require tests to verify materials and workmanship conformance.
8. Finished concrete must conform to all specifications of the requirements of Section 73 of the latest edition of the State of California Department of Transportation (Caltrans) Standard Specifications.
9. The work shall conform to the latest adopted City of Susanville Standard Details and Specifications, which in the event of conflict, shall take precedence over the State of California Department of Transportation (Caltrans) Standard Specifications.
10. If **permanent** asphalt repairs cannot be made within 24hrs of project completion, you are required to use cold mix or any other pre-approved temporary fill as approved by the City. Permanent asphalt repairs will be made by applicant within thirty (30) days of project completion. Applicant is required to maintain temporary fill(s) and surfacing(s) until permanent asphalt repairs are made.
11. The travel lanes of the adjacent streets(s) must remain open and unobstructed at all times. If a parking lane is to be used for a work area, it shall be coned off or barricaded for the safety of the workers.
12. Notify Police and Fire Department Dispatch (530) 257-5575 and the Susanville Fire Department Directly (530) 257-5152; and the Lassen Rural Bus System at (530) 252-4247 prior to and immediately after any full or partial road, street or alley closures. They will want to know beginning times and estimated times road travel lanes will be obstructed, blocked or restricted.
13. Traffic control must be done in accordance with City Standard details.

14. If applicable trees and tree stumps shall be removed completely to a level at least six (6) inches below the surrounding grade.
15. The hole created from removal of stump shall be filled and compacted in eight (8) inch maximum lifts with suitable granular material.
16. Hardhats must be worn while falling trees and tree limbs.
17. All debris shall be removed from site and the area completely cleaned upon completion of the work.
18. All cleanup work, excavations, backfills, warnings, protections, etc. shall be in accordance with existing ordinance and codes governing work on public streets and right-of-way.
19. The deposit collected will not be returned until all the work is completed including any required pavement installation. On large projects which are constructed in phases with several months between phases, partial deposit returns may be made for the work completed upon request.
20. All work must be done on or before the completion date stated on the this permit, unless an extension is granted by the City. Extensions will only be granted if in the sole opinion of the City circumstances justify an extension. Extensions shall not exceed thirty (30) days, and only one (1) extension is allowed.
Extension Completed Date: ~~~~~ **Extension Granted By:** _____
21. All deposits will be forfeited if items No.1 through No. 19 of these general conditions and any conditions set forth in the permit and permit special provisions are not followed. It is the sole discretion of the City that only a partial refund of deposits may be made if any portions of the work is **Not** done timely or to City standard details and specifications, with remainder to be forfeited.
22. City may assess excess inspection fees if additional inspection work is required beyond what is included in the standard permit fee. Any fees assessed will be based on the most recent City approved fee schedule and withheld from the deposit, if applicable. Otherwise, City will invoice applicant.