



## DEPARTMENT OF PUBLIC WORKS

809 Center Street, Room 201

Santa Cruz CA 95060

Phone (831) 420-5160

FAX (831) 420-5161

## PERMIT PROCUREMENT PROCESS

The City of Santa Cruz Public Works Department issues permits according to the following procedure to insure an efficient, diligent, and safe process for all parties involved. Permits must be issued in advance of any work taking place or any infringement of the public right-of-way. Please review the following information and have all necessary documents prepared *before* coming into the Public Works office to apply for a permit.

**1. Street Opening Permit or Sewer Repair Permit:** Required if the street will be cut open for utility work as part of your project. Street or sidewalk shall be constructed to City Standard Details once work has been completed.

Requirements:

- Class A General Engineering or C36 Plumbing Contractor License
- City business license (if applicable, see requirements on next page)
- Proof of Insurance (Commercial General Liability, Automobile Liability, Worker's Compensation, with Waiver of Subrogation)
- Detailed drawing of work area
- Traffic Control Plan
- On-site inspection with City Inspector (24-hour notice)

**2. Concrete Permit:** Required if sidewalks, curb, gutter or driveway are being demolished and constructed in the public right-of-way. Sidewalks, curb, and gutter to be constructed to City Standard Details once work has been completed.

Requirements:

- Class A General Engineering or C8 Concrete License
- City business license (if applicable)
- Proof of Insurance (Commercial General Liability, Automobile Liability, Worker's Compensation, with Waiver of Subrogation)
- Detailed drawing of work area
- Traffic Control Plan
- On-site inspection with City Inspector (24-hour notice)

**3. Temporary Encroachment Permit:** Required for projects when a portion of the public right-of-way is temporarily blocked or closed off for construction and staging purposes (such as construction fencing, scaffolding, signs, equipment, materials, etc.).

Requirements:

- Proof of Insurance (Commercial General Liability – This can typically be added onto a Home Owner's Insurance policy if the temporary encroachment permit is for private residence. Contact your insurance provider.)
- Detailed drawing of work area
- Traffic Control Plan
- On-site inspection with City Inspector (24-hour notice)

**4. Permanent Encroachment Permit:** Required for projects which will result in a permanent occupation or alteration of the public right-of-way. Permanent Encroachment Permits require approval by City Council and typically take 1-3 months to process. Please contact a front counter staff member for more information

### Inspections

On-site inspections by the City Inspector are required for any work under a Street Opening Permit, Concrete Permit, or Temporary Encroachment Permit. It is the Contractor's responsibility to contact the City Inspector (Miguel Lizarraga, 831-420-5176) 24 hours in advance to schedule an inspection. The inspection is covered under the cost of the permit.

**Procurement Process**

The Contractor must apply for the permit in person at our Public Works office. *All required insurance coverages (as shown on COI) be submitted with the complete information before any permits will be issued or any work in the public right-of-way begins.*

**Insurance Requirements – What is required on the Certificate of Insurance (COI)**

	<b>Street Opening Permit Or Sewer Repair Permit</b>	<b>Concrete Permit</b>	<b>Temporary Encroachment Permit</b>
*General Liability	\$1,000,000 (General Aggregate: \$2,000,000)	\$1,000,000 (General Aggregate: \$2,000,000)	\$1,000,000
Automobile Liability	\$1,000,000	\$1,000,000	Not Required
**Worker’s Compensation and Employer’s Liability	\$1,000,000	\$1,000,000	Not Required

**\*General Liability policy must include an endorsement naming the City of Santa Cruz, its officers, officials, employees, agents, and volunteers as additional insured.** Endorsement will be separate (on a separate form) from the Certificate of Insurance – listing on the certificate alone is not sufficient.

**\*\*Worker’s Compensation and Employer’s Liability policy needs to have a waiver of subrogation endorsement** (at least for employees while engaged in work under the city contract). Endorsement will be separate (on a separate form) from the Certificate of Insurance – listing on the certificate alone is not sufficient. Worker’s Compensation and Employer’s Liability is *not required* for a sole proprietor Contractor with no employees. Sole proprietor must fill out *Workers’ Compensation Coverage Exemption Declaration & Indemnity Agreement* form.

Please use the following language in the appropriate boxes on the Certificate of Insurance:

**DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES**

The City of Santa Cruz, its officers, officials, employees, agents, and volunteers are named as additional insureds per attached endorsement.

\*Workers’ Compensation waiver of subrogation applies per attached endorsement.

*\*if Workers’ Compensation coverage is required*

**CERTIFICATE HOLDER**

City of Santa Cruz  
Public Works Department  
809 Center Street, Rm 201  
Santa Cruz, CA 95060

**City of Santa Cruz Business Tax Certificate**

Contractor will maintain a current City of Santa Cruz business tax certificate if:

- a. Contractor is located in the City of Santa Cruz; or
- b. Contractor performs physical work in the City of Santa Cruz for 6 or more days annually; or
- c. Contractor uses company vehicles to deliver within the City of Santa Cruz for 6 or more days annually.

**Location and Hours**

Permits must be applied for in person at the City of Santa Cruz Public Works office

Location: 809 Center Street #201, Santa Cruz, CA 95060

Hours: Monday through Friday, 7 a.m. - 12 p.m. and 1 p.m. to 3:30 p.m.

**Fees**

Due upon issuing of the permit. Check or Credit Card. Checks to be made out to “City of Santa Cruz”

- **Street Opening Permit - \$410**
- **Sewer Repair Permit (Repair) - \$410** (fee may be waived as part of Sewer Lateral Incentive Program)
- **Sewer Repair Permit (New Development) - \$410**
- **Concrete Construction Permit - \$351**
- **Temporary Encroachment Permit - \$301**
- **Regular Encroachment Permit - \$452**
- **Fee (Late or Unpermitted Work) – Additional 100% of Permit Fee**

If you have any further questions regarding our permitting process please do not hesitate to call our office at (831) 420-5160