



Town of Windsor
Engineering Division
 8400 Windsor Road, Bldg. 100
 P.O. Box 100
 Windsor, CA 95492-0100
 Office Hours: Mon – Thurs 7:00am – 6:00pm
 (Form A)

ENCROACHMENT PERMIT

PERMIT NO. _____	
(For office use only)	(Date / Initials)
USA Number:	_____
Performance Bond #:	_____
Maintenance Bond #:	_____
Expiration Date:	_____
Permit Fee:	_____
Permit Issue Date:	_____
Permit Expiration Date:	_____
Date Permit Finaled:	_____

APPLICANT TO COMPLETE THIS PART
(Please Print or Fill out electronically)

Type of Activity

<input type="checkbox"/> Utility: Water, Sewer, Recycled	<input type="checkbox"/> PG&E, ATT, Comcast
<input type="checkbox"/> Sidewalk / Curb / Gutter / Pavement	<input type="checkbox"/> Maintenance
<input type="checkbox"/> Driveway: New / Replace / Repair	<input type="checkbox"/> Debris Box
<input type="checkbox"/> Equipment: Crane, scaffold	<input type="checkbox"/> Outside Water
<input type="checkbox"/> Other: _____	<input type="checkbox"/> Drainage

Check One: Project General Contractor Project Subcontractor

Permittee: _____	Phone Number: _____
Address: _____	Fax Number: _____
_____	Cell/Emergency: _____
Contact: _____	Business Registration #: _____
E-mail: _____	Contractor's License #: _____
	Contractor's Class: _____

Check One: Are Subcontractors working on this project? No Yes , if Yes then list Sub information on back.

Project Name: _____ Anticipated Start Date of Construction: _____
 Work Site Address: _____ Construction End Date (Estimated): _____

Scope of work:

Excavation in Public Right-of-way? No | Yes If "yes" provide U.S.A. Ticket Number*: _____
 Regarding property being served: * Permit will not be issued without applicant providing USA ticket number.
 Is there an existing water well? No | Yes | N/A Is there an existing septic system? No | Yes | N/A

PERMITEE TO READ AND SIGN BELOW:

Permittee agrees to accept all responsibility for loss and/or damage to any person or entity and to indemnify, hold harmless, defend and release the Town of Windsor, its agents and employees, from and against any and all liability actions, claims, damages, costs, or expenses which may be asserted by any person or entity including Permittee arising out of or in connection with the willful act or negligence of Permittee performing the work associated with the Encroachment Permit, whether or not there is concurrent negligence on the part of the Town of Windsor, but excluding liability due to the sole active negligence or sole willful misconduct of the Town of Windsor.

The 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. Permittee shall comply with all Encroachment Permit requirements and procedures, attached hereto as Exhibit A. including but not limited to the procurement and maintenance of insurance and bonding requirements set forth therein.

THE UNDERSIGNED AGREES THAT THE WORK WILL BE DONE IN ACCORDANCE WITH AND SUBJECT TO THIS PERMIT'S TERMS AND CONDITIONS, THE STATE VEHICLE CODE, STATE STREETS AND HIGHWAYS CODE, AND IS SUBJECT TO INSPECTION AND APPROVAL.

Date: _____ **Permittee Signature:** _____
Print Name: _____

Original – File plus 5 Copies – Applicant, Public Works Inspector, Street Maintenance Supervisor, Streets Dept., Parks Dept.
 (When Encroachment Permit is issued for a special event involving a street closure a copy shall be forwarded to Police and Fire)

**A COPY OF THIS ENCROACHMENT PERMIT SHALL BE ON THE JOB SITE
TOWN OF WINDSOR ENCROACHMENT PERMIT**

SUBCONTRACTORS: List Subcontractors working on this project below.
Provide business name, contact name, address, phone number and e-mail.

1.
2.
3.
4.
5.
6.
7.
8.
9.
10.
11.
12.

- Each subcontractor shall obtain an encroachment permit for the portion of the proposed work they are responsible for.**
- If the subcontractor is not covered under the Prime Contractors insurance, then the subcontractor must have their own insurance as required by the Town of Windsor and submit the required insurance documents for review and approval.**

To be Completed by Town Staff Only

IF THIS ENCROACHMENT PERMIT IS ASSOCIATED WITH A CAPITAL IMPROVEMENT PROJECT, A LAND DEVELOPMENT PROJECT OR A MAINTENANCE OR REPAIR CONTRACT, THE PUBLIC WORKS PROJECT MANAGER OR PUBLIC WORKS SUPERVISOR RESPONSIBLE FOR THE PROJECT SHALL INITIAL THIS APPLICATION VERIFYING THE PROJECT IS READY TO BE ISSUED AN ENCROACHMENT PERMIT:

*PROJECT MANAGER
SIGNATURE/ INITIALS*

Date