



STANDARD CONDITIONS

City of Pinole - Public Works Department
2131 Pear Street, Pinole, CA 94564
Phone: (510) 724-9010 Email: pwpermits@pinole.gov

This permit is issued under the provisions of the City of Pinole Municipal code section 12.04, standards conditions for Encroachment Permits provided below, as well as permit specific conditions plans/specifications, and the applicant's execution of the indemnification agreement.

The following are supplemental conditions of the encroachment permit as outlined on the encroachment application form.

1. CA Contractor Licensing

- a. When working in the right-of-way contractors must have the following based on the type of work being performed. These license requirements ensure the quality and aesthetics of work performed; the following will be enforced:
 - i. Sanitary Sewer Laterals:
 1. Class C-42 (Sanitation System)
 2. plus, Cal OSHA T-1 Annual Trench/Excavation Permit
 - ii. Public Street Repair (Right-of-way):
 1. Class A (General Engineering),
 2. Class C-12 (Earthwork & Paving), or
 3. Class C-34 (Pipeline)
 4. Concrete Repair (e.g., sidewalk, curb, gutter, etc.):
 5. Class C-8 (Concrete)

2. City of Pinole Business License Requirements

- a. All contractors conducting work in the City of Pinole must possess a current City of Pinole Business License.

3. Utility Identification Requirements

- a. Contact Underground Service Alert (USA) a minimum of 48 hours in advance of construction (800- 227-2600) for location of buried utilities before any digging, trenching, boring, grading, excavating, etc.
- b. Preconstruction meetings are required at the discretion of the City of Pinole Public Works Department. Any and all utilities involving high pressurized gas lines, high electrical voltage lines, or gas transmission lines will be verified by Contractor and confirmed by the City of Pinole Public Works Department prior to commencing any work in the public right-of-way,
- c. All painted USA markings shall be removed from all concrete surfaces (sidewalk, gutter, valley gutter, crosswalks, etc.) after the work has been completed and all costs shall be borne by the permittee.

4. Notification

- a. The City of Pinole Public Works Department will be notified a minimum of one working day prior to working within the City of Pinole right-of-way. The City Public Works Inspector shall be kept informed of the daily work schedule in writing.
- b. The Contractor shall notify the adjacent property owners in writing a minimum of 72 hours in advance of construction at the work site. Driveway closures shall be coordinated with the City of Pinole Public Works Department and the property owner(s).
- c. All road closures shall require a minimum 72-hour advance notice in writing and approval of the City of Pinole Public Works Department.

5. Project Contacts

- a. A lead person, or foreman, shall be assigned to each worksite. Contractor shall maintain a current list of contact names and phone numbers for all project owners, contractors, and subcontractors, foreman, etc. Such list shall be provided to the City Inspector prior to project commencement and updated as necessary during project construction.

6. Applicable Standard Plans and Specifications

- a. All work, unless otherwise specified in writing, shall be done in accordance with the current edition of the Caltrans Standard Plans and Specifications, the [Contra Costa County Standard Plans \(https://www.contracosta.ca.gov/342/County-Standard-Plans\)](https://www.contracosta.ca.gov/342/County-Standard-Plans), the Americans with Disabilities Act standards, and City of Pinole's Code and Ordinances.
- b. The contractor shall be responsible to conduct all operations in conformance with local, State, and Federal safety codes, permits, and regulations.
- c. Concrete Restoration, see note 7.
- d. Pavement Restoration, see note 8.

7. Concrete Restoration Guidelines

- a. Any sidewalk, curb and gutter, or driveway apron projects must also capture any defects within 10 feet of the new adjacent concrete work or to property line boundary. Must consult with agency engineer prior to start of work.
- b. Existing concrete shall be removed at expansion joint or weakened plane joints or at sawcuts as field marked by agency engineer. Sawcut must go entirely through concrete
- c. For new developments, no utility boxes or poles will be permitted in the sidewalk area without the prior written approval of the agency engineer.
- d. Where undercut subgrade or unsuitable subgrade material is encounter, the agency engineer may require remedial work to be done, including over excavation and backfilling with crushed rock and, when directed by the engineer, placing geotextile fabric beneath the new concrete section.
- e. Subgrade shall be compacted to at least 95% relative compaction in the top six inches
- f. New work shall match existing as closely as possible in finish, and scoring. For new installations placed to existing 2 pounds Davis Black #8084 (or equivalent) per Cu. Yd. concrete shall be added to mix.
- g. Except where specified otherwise herein, no admixtures shall be used without the written permission of the agency engineer.
- h. forms shall meet grade and form faces shall not vary from the dimension shown by more than 1/2 inch.
- i. No concrete shall be placed until the agency engineer has inspected and approved forms and subgrade/base.
- j. Subgrade/base shall e thoroughly wetted immediately prior to placing concrete.
- k. Concrete shall be a minimum Class B (6 sack mix) with 1-inch maximum aggregate from an approved missing plant. No bagged mix is permitted.
- l. Concrete shall have a slump of not more than four inches.
- m. For sidewalks and driveway approaches, 1/4 inch deep score lines shall be placed at four feet on center or as directed by agency engineer.
- n. Weakened plane joints at least 3/4 inches deep shall be placed a minimum of 16 feet on center except for sidewalks and driveway approaches which shall be a minimum of 5 feet on center.
- o. 3/8 inch thick expansion joints shall be placed on both sides of driveway approaches, at curb and sidewalk return points, drainage structures, and other locations as shown on plans.
- p. All exposed edges shall be rounded with 1/2 inch radius tool.
- q. All flat surfaces shall be light broom finished unless otherwise specified by agency engineer.
- r. Curbs, sidewalks, and driveway approaches shall have forms removed and be backfilled within seven days after pouring.

- s. The designated dimension and slopes may be modified to accommodate existing adjacent facilities subject to the approval of the agency engineer.

8. Pavement Restoration Guidelines

- a. Permittee shall adhere to the pavement restoration regulations established in City of Pinole Municipal Code Section [12.04.090](#).
- b. See attached document, Pavement Restoration Guidelines

9. Traffic Control and Pedestrian Control Requirements

- a. The contractor shall submit a detailed traffic and pedestrian control plan prior to commencing work within the City right-of way. Any detours or lane closures must be approved by the City Engineer, prior to their commencement. Pedestrian access shall be provided in accordance with ADA requirements for the duration of the project. Traffic Control plan shall be in accordance with the state of California Manual on Uniform Traffic Control Devices (MUTCD).
- b. All traffic control shall conform. All traffic control devices shall be in place before work is started.
- c. Devices no longer required shall be removed as soon as possible.
- d. Pedestrian traffic shall be maintained at all times. No equipment shall be stored on the sidewalk at any time.
- e. Traffic may be restricted only between the hours of 7:00 a.m. and 4:00 p.m. and subject to review of the City Engineer.
- f. One lane of traffic in each direction shall be maintained at all times on all major and secondary highways.

10. Work Hours/Schedule

- a. The contractor shall comply with the work schedule submitted with this permit. No modifications to the schedule shall be allowed without a written approval from the City of Pinole, Department of Public Works.
- b. A permit shall become void if work is not commenced within thirty (30) calendar days of its issue.

11. NPDES Requirements

- a. Per Pinole Municipal Code Chapter 8.20, Permittee shall implement and maintain measures to keep sediment, wash waters, equipment maintenance products, and other construction related materials debris from entering the storm drainage system. Dumping or discharge into the City's storm drainage system is prohibited. Measures to protect the storm drainage system shall be in place prior to start of work. Permittee shall implement the Contra Costa Clean Water Program's Pollution Prevention Program Best Management Practice (BMP) guidelines.
- b. All loads leaving the site must be covered.

12. Work Site Conditions & Stockpiling of Materials

- a. During construction or installation, permittee shall maintain the site in a safe and clean condition, free of dust, debris, dirt, siltation, concentrated runoff, and other nuisances. Noise shall be kept to a minimum. Excavations shall be covered and/or barricaded at the city's direction at the end of each workday.
- b. Access to adjacent properties shall not be unreasonably restricted.
- c. Excavations for sidewalks may remain open for up to two days with proper barricades.
- d. Excavations for driveway approaches may remain open for up to two days with proper barricades and permission of property owner.
- e. Work must be in conformance with the approved design, specifications, and standards, or with the conditions of the permit.
- f. Excavated material shall be stored away from the paved roadway whenever possible.
- g. Storage of equipment, materials and/or portable toilet facilities on private property shall be accompanied by written permission of the private property owner.
- h. All spilled material shall be removed immediately to avoid slippery or otherwise hazardous circumstances.

- i. No equipment or materials shall be stored on the road / sidewalk surface during non-working hours unless allowed by the City of Pinole Public Works in writing.
- j. The contractor shall not be permitted to store or stockpile equipment or materials and debris within the right of way, without express written permission from the Department of Public Works. Trucks may not stop or cause backups on streets.
- k. All excavated material shall be removed from the site to a suitable depository site.
- l. The permittee shall promptly remove all graffiti/USA Marking on any encroachment.

13. Traffic and Pedestrian Control Plans

- a. The contractor shall submit a detailed traffic and pedestrian control plan prior to commencing work within the City right-of way. Any detours or lane closures must be approved by the City Engineer, prior to their commencement. Pedestrian access shall be provided in accordance with ADA requirements for the duration of the project. Traffic Control plan shall be in accordance with the state of California Manual on Uniform Traffic Control Devices (MUTCD).

14. Use of Public Parking Area

- a. All occupation of street parking spaces by permittee shall be approved by city in the encroachment permit.
- b. Any occupancy of parking spaces should occupy only the parking lane (width of eight feet or less), shall occupy the minimal necessary length, shall not block gutter drainage flow, and shall not restrict flow of adjacent street traffic or provide an unsafe condition for vehicular traffic due to reduced lane width or impaired visibility.
- c. All occupancies in the parking area shall be fitted with reflectors on the structure or on barricades.
- d. The city may place restrictions on the duration of all such occupancies.
- e. Permittee agrees to pay for utilization of any metered parking for as long as the parking spaces are not available for public use. The fees shall be based on the current meter rate or fee schedule.
- f. For non-metered public parking spaces utilized during construction, the permittee shall place temporary "No Parking" signs.
 - i. No Parking Signs must be at least three (3) days prior to start of work.
 - 1. No Parking Signs must have the following information:
 - a. Dates
 - b. Times
 - c. Contractor information
 - d. Contractor phone number
 - e. Days of no parking
 - f. Permit Number

15. Inspection requirements

- a. Inspections requests must be made through any of the following means:
 - i. Through our online portal at <https://pino-trk.aspgov.com/eTRAKiT/>
 - ii. Email us at pwpermits@pinole.gov

16. City Trees

- a. No cutting any part of City trees, including roots, shall be done without approval from the City of Pinole Public Works Department, under the direction of a certified arborist.
- b. No open trenching shall occur within the drip line of any existing trees without the approval of a certified arborist.
 - i. Open trenching in the root zone of a public tree is prohibited except in cases where the trenching falls outside the drip line of the tree involved.
 - ii. Exceptions to be considered by the City of Pinole if, in the opinion of the arborist, the impact of trenching up on the tree will be negligible.

- iii. Contractor shall be responsible for hiring and paying for a certified arborist.

17. Worker Safety Requirements

- a. All contractors and subcontractors shall adhere to all applicable worker safety requirements, and construction site safety requirements at all times. The contractor shall submit a detailed plan showing the design of shoring, bracing, sloping, or other provisions to be made for worker protection for all areas to be excavated to a depth of five (5) feet or more before beginning work. If the plan varies from the shoring system standards, the plans shall be prepared and stamped by a registered civil or structural engineer.

18. Use of Barricades

- a. Barricades and reflectors shall be used to mark obstructions.
- b. All barricades must have portable flashers unless otherwise specified.

19. Use of Trench Plates and Temporary Patching

- a. Use of trench plates shall be minimized. Maximum duration of trench plates in any one location shall be 10 days except as pre-approved in writing by the City of Pinole Public Works Department.
- b. Trench plates shall be sized according to depth and width of trench.
- c. Should it become necessary to use steel plates on the roadway, there shall be a two feet wide A/C. taper along all four edges of the plate. If there is more than one plate used, all contiguous plates shall be welded.
- d. Trenches shall be hot patched or plated over during non-working hours. Cut back (cold patch) is not permitted.
- e. On all streets steel plates shall be used to facilitate traffic flow and to protect the excavation until finish pavement is restored. Steel plates used to bridge a street opening shall be ramped to the elevation on the adjacent pavement and secured against movement in any direction. Temporary ramps shall be constructed of asphalt and shall have a gradual 30:1 slope or flatter using asphalt cutback.

20. Re-striping and Pavement Markers Restoration

- a. All pavement marking, striping and signage damaged or eliminated during construction activities associated with this encroachment permit shall be replaced. The City reserves the right to complete the work and bill the Contractor for all the related cost for the restoration work if the Contractor fails to perform restoration within 30-days.

21. Precautions

- a. Existing signs, striping, guardrails, markers, trees, shrubs, fences, walks, steps, etc. that are disturbed by the construction shall be replaced and restored to their original condition or better, to the satisfaction of the adjacent property owner(s) and the City of Pinole. Repaired / replaced landscaping, shrubs, sod, etc. shall be maintained by the contractor until sufficient growth is established to the satisfaction of said property owner(s) and the City of Pinole. Concrete sections must be replaced score line to score line.
- b. Interruption to City electric service shall not be permitted without prior approval. If interruption is approved, the Permittee shall notify those affected and bear all cost associated with the interruption including temporary electrical generation for signal lights.

22. Insurance and License Requirements

- a. A certificate of liability insurance is required. Minimum requirements include:
 - i. General Liability \$2,000,000
 - ii. Auto Liability \$2,000,000
 - iii. Employers Liability: \$1,000,000
 - iv. The City of Pinole must be named as an insured or as additional insured on a separate certificate/ endorsement sheet that modifies the general liability policy.
- b. A certificate of liability and workers compensation insurance must be maintained throughout the entirety of the project.

23. Violations and Penalties

- a. Any person, firm or corporation violating any of the provisions of this chapter, or of the codes adopted under §12.04, shall be deemed guilty of a misdemeanor and, upon conviction thereof, shall be punishable by a fine of not more than five hundred dollars or by imprisonment in the county jail for not more than six months or by both such fine and imprisonment. (Ord. 2022-03 § 2(part), 2022; Ord. 217 § 10, 1965).