



CITY OF VALLEJO

Central Permit Center

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EXCAVATION PERMIT GUIDELINES

What is required for an Excavation Permit?

(Vallejo Municipal Code Chapter 10.08)

1. Complete an excavation permit application.
2. Submit final improvement plans showing the street location and work limits of each excavation (3 sets required).
3. Submit traffic control plan for approval by Traffic Engineer (3 sets required); plan review turn-around time is approximately 5 days for each submittal.
4. Submit information regarding the type of facility installed and the depth of cover over the facility.
5. Submit a certificate of insurance

What are the conditions of the permit?

1. See inspection requirements.
2. On-site traffic control must be approved by City Inspector prior to excavating.
3. Call Underground Service Alert (U.S.A.) for markings at (800) 642-2444 prior to applying this permit.
4. Provide U.S.A. I.D. number to the City Inspector.
5. Submit compaction test results per City Standards to the City Inspector with a copy to Public Works Engineering Department.
6. Trench backfill shall be per City Standards.
7. Traffic control shall be per Caltrans "Manual of Traffic Control."
8. Signing, striping and pavement markings must be replaced in kind.
9. The entire excavation, backfilling, paving and striping work must be completed within 21 days from date of start.
10. This permit is void if work has not been started within 90 days from the date of issuance shown on the face of the permit.
11. If concrete street is encountered in excavation, backfill shall match section of concrete encountered and:
 - a. Include No. 4 rebar 12" long doweled 6" deep holes drilled into existing concrete at 18 " on centers..
 - b. Trench shall be enlarged 12" on both sides and concrete poured onto the resulting 12" bench of undisturbed native material.
12. If excavation work is in Mare Island, a Department of Toxic Substance Control (DTSC) permit is required for soil disturbance in excess of 6 cu. ft. in areas that have not been granted unrestricted closure by DTSC.
13. If any traffic signal interconnect cable is involved, work shall be coordinated with Public Works Maintenance Division to avoid damaging the cable. Splicing of damaged cable is not allowed. Damaged cable shall be replaced from pull box to pull box.

What if the street is under the 5-year moratorium?

The application is subject to a special review and approval process. If the permit is approved, special paving detail requirements shall apply.

What if there is a conflict with the traffic signal interconnect cable?

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The work shall be coordinated with Public Works Maintenance Division to avoid damaging the cable. Splicing of damaged cable is not allowed. Damaged cable shall be replaced from pull box to pull box.

What if I am installing a monitoring well?

If the permit is for installation of a monitoring well, the bond will not be released until the well has been abandoned and roadway has been restored.

Are there any bonding requirements?

1. For work performed by utility company's forces, no bonds are required.
2. For work performed by a contractor, a surety bond or cash bond is required in the amount of the value of the backfill and paving work. The City will estimate the required bond based on the length of trench and the cost of the work. This bond shall be in full force for up to one year after project completion.

I might revise my plans, what should I do?

Revisions to the approved plans within City right-of-way should be submitted to Public Works Engineering and approved by the City Engineer (3 sets required).

What are the fees for an Excavation Permit?

1. Permit Fee.
See excavation permit current fee schedule
2. Inspection Fees.
See excavation permit current fee schedule
3. Technology Fee. Add 4% of the permit fee and inspection fees.

The City will estimate, based on the length of the total excavation, including directional boring, retaining wall foundation excavation and pile installation, the amount of inspection time required and cost of the inspection work. The inspection fee must be paid prior to issuance of the permit.

Do I need any Insurance?

The contractor shall take out and maintain, in the name of the contractor and the City during the life of the permit, such comprehensive general liability insurance as shall protect himself/herself, the City, its officers, officials, directors, employees, and agents from claims which may arise from operations under the Permit, whether such operations be by himself/herself, by the City, its officers, officials, directors employees or agents, any sub-contractors, or by anyone directly or indirectly employed by them. This liability insurance shall include, but shall not be limited to, protection against claims arising from bodily and personal injury and property damage resulting from the contractor's, City's or sub-contractor's operations, use of owned or non-owned vehicles, products, and completed operations.

How much insurance do I need?

The amounts of insurance shall not be less than the following:

Combined Single Limit coverage applying to Bodily and Personal Injury and Property Damage Liability: \$2,000,000

The following endorsements or conditions must be attached to the policy(ies):

1. The policy must cover personal injury as well as bodily injury.
2. The policy must complete contractual liability. Any exclusions of contractual liability as to bodily or personal injury or property damage must be eliminated.
3. Broad form property damage must be afforded.
4. Deletion of explosion, collapse and underground (XCU) property damage exclusion.
5. Cross liability and severability of interest clause.

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6. The City, its officers, officials, directors, employees and agents must be added as a named insured under the coverage afforded with respect to the work being performed under the permit.
7. An endorsement shall be provided which states that the coverage is PRIMARY INSURANCE and that no other insurance affected by the City will be called upon to contribute to a loss under this coverage.
8. The insurance shall provide for an unconditional notice of cancellation. Should any policy be canceled before the expiration date thereof, the issuing company will mail thirty (30) days written notice to the city.

Additional Insured Language for Excavation Permit

The City, its officers, officials, employees, agents and volunteers are to be covered as additional insureds as respects: liability, including defense costs, arising out of activities performed by or on behalf of the permittee; or automobiles owned, leased hired or borrowed by the permittee. The coverage shall contain no special limitations on the scope of protection afforded to the City, its officers, officials, employees, agents or volunteers.

1. For any claims related to this project, the permittee's insurance coverage shall be primary insurance as respects the City, its officers, officials, employees, agents and volunteers. Any insurance or self-insurance maintained by the City, its officers, officials, employees, agents or volunteers shall be in excess of the permittee's insurance and shall not contribute to it.
2. Any failure to comply with reporting or other provisions of the policies including breaches of warranties shall not affect coverage provided to the City, its officers, officials, employees, agents or volunteers.
3. The permittee's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.
4. Each insurance policy required by this clause shall be endorsed to state that coverage shall not be suspended, voided, canceled by either party, reduced in coverage or in limits except after thirty (30) days prior written notice by certified mail, return receipt requested, to the City.

What if I need more information?

For further information please contact the City of Vallejo Central Permit Center at:

2nd Floor, City Hall, 555 Santa Clara Street, Vallejo, CA 94590

Or Contact the Central Permit Center at 707 651 7151