



APPLICATION FOR UTILITY EXCAVATION PERMIT

Address of Work: _____
 (Valid Street Address Required)

Location of Work: _____ from _____ to _____
 (Primary Street) (Street) (Leave blank if intersection)

Description of Work: _____

Related Permit #: _____ Job Project # _____

Trench Dimensions: L' x W' x H' : _____ No. of Services: _____

When approved, permission to excavate in the public right-of-way will be granted to:

Company Name: _____ Phone No. _____

Address: _____

Contact Person: _____

Email: _____ Plan Start/End Dates: _____ -- _____

24-Hour Emergency Phone: _____ Permit Not Valid and Cannot Be Issued Without This Phone

***Note: Encroachment permit is required when doing antennas, above/below ground cabinets, or other structures**

ATTENTION APPLICANT: This permit issued pursuant to all provisions of **Chapter 12.12 of the Oakland Municipal Code** and is valid ninety (90) days of date issued. An extension may be granted by the Director of Transportation.

Inspection costs and additional inspection hours will be charged per the current Master Fee Schedule

As- Built drawings required. Performance Bond Required. Bond Submitted? Yes No

Bond Amount \$ _____ Bond Number _____ Bonding Co: _____

State law requires that contractor/owner call **Underground Service Alert, USA**, two working days before excavating to have below ground utilities located. This permit is not valid unless applicant has secured a USA Inquiry Identification Number. **Call: 811 or visit www.usanorth811.org**

USA ID NO. _____

This Permit is granted upon the express condition that the permittee shall be responsible for all claims and liabilities arising out of work performed under the permit or arising out of the permittee's failure to perform the obligations with respect to street maintenance. The permittee shall, and by acceptance of the permit, agrees to defend, indemnify, save and hold harmless the City, its officers and employees, from and against any and all suits, claims or actions brought by any person for or on account of any bodily injuries, disease, or illness or damage to persons and/or property sustained or arising in the construction of the work performed under the permit or in consequence of permittee's failure to perform the obligations with respect to street maintenance.

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

State License No. & Class: _____ City Business License Number: _____

I also certify that in the performance of the work in which this permit is issued, I shall adhere to requirements of **Workers' Compensation Laws of California**, with all federal, state and local regulations, and the conditions shown on the reverse side of this document.

X _____
 Signature of Owner/Agent Date

Scheduling an Inspection

Prior to start, schedule the pre-con inspection and daily inspections 48 hours in advance at:
oaklandca.gov/resources/dot-inspections

City Monuments w/in 15' of edge of trench? Yes No

No. of Monuments _____

Approvals – Permit Issuance – City Use Only

X 2 _____

E N M I 2 _____

Holiday Restricted Street (1 NOV – 1 JAN)? Yes No

Limited Operation Area (7– 9AM/ 4-6PM)? Yes No

Street Last Resurfaced on date: _____

Moratorium Street/Special Paving Detail? Yes No

Engineering Services: _____ Date: _____

Planning Zoning: _____ Date: _____

Survey: _____ Date: _____

Construction: _____ Date: _____

Traffic Engineering: _____ Date: _____

Other: _____ Date: _____

Other required Permits: Obstruction Creek Protection
 TCP Building _____ Other _____

Approved By: _____ Date: _____

Extended By: _____ Date: _____

Extended By: _____ Date: _____

Extended By: _____ Date: _____



Conditions for use of City of Oakland Right-of-Way

1. **At least 48 hours prior to excavation, Permittee shall schedule a pre-construction inspection at this link: www.oaklandca.gov/resources/dot-inspections.** Failure to schedule the pre-construction inspection and ongoing inspections will result in a \$1,000 administrative penalty per day, per violation commencing with the first day of the violation. The responsible party who excavates without a valid permit will be assessed a penalty not to exceed \$10,000 per day, per violation commencing with the first day of the violation.
2. **Permittee shall be responsible for notifying USA at 800-227-2600 or 811 prior to excavations.**
3. Permittee shall comply with City of Oakland Street Excavation Rules (revised August 2021), City of Oakland Standard Construction Details, City of Oakland Standard Specifications, and City of Oakland Design Standards.
4. Additional permit conditions may be required as a matter of policy at any time commencing from the issuance of the permit up until the permit is “finalized” by the City of Oakland.
5. **Permittee shall provide public notice. For work lasting six days or more, provide 10-day prior notice. For work in commercial districts lasting five days or less, provide five-day prior notice. For work in non-commercial districts, provide 72-hour notice.**
6. Permittee shall abide by all City of Oakland requirements for indemnification and insurance.
7. Conditions do not create or vest in Permittee any property interest.
8. The City of Oakland retains police powers with respect to time, place and manner of placement and relocation of facilities within the public right-of-way.
9. If state or federal law does not prohibit municipality from charging for use of rights-of-way by Permittee, it may do so, and payment of any lawful compensation established by City of Oakland shall be a condition of the continued effectiveness of the permit.
10. In addition to Permittee processing fees associated with the issuance of the herein permit, Permittee is subject to inspection fees for the cost of determining compliance with the herein permit requirements. Additional re-inspection fee charges may be assessed as necessary to assure ongoing compliance with permit requirements.
11. Permittee is required to adhere to all herein conditions as a condition of the continued effectiveness of the permit. Failure or refusal to comply shall subject the Permittee to all civil penalty provisions.
12. Permittee agrees to notify City of Oakland of any changes to the plans submitted with the excavation and all related permit applications prior to constructing such change(s).
13. Permittee shall comply with the Business and Professions Code of the State of California, Sec. 8771 regarding filing of corner records for monument preservation. Permittee shall file a corner record, post-review, and post-corner record (if necessary) where there are monuments within 15 feet from edge of the trench.
14. After construction, Permittee shall provide a signed and stamped letter from a licensed Land Surveyor stating the condition of the monument and whether a post-corner record will be required per Sec. 8771.
15. Permittee shall comply with requirements of the latest edition of Work Area Traffic Control Handbook or California Manual on Uniform Traffic Control (MUTCD). No impact on the vehicle travel lane, bicycle lane, multi-use path, or sidewalk is allowed, except as otherwise noted in the approved Traffic Control Plan. Permittee shall maintain an accessible 5.5’-wide (minimum) pedestrian walkway, unless otherwise noted in the approved Traffic Control Plan.
16. Permittee is not authorized to install facilities on any other public property other than rights-of-way, and any use of other public property shall require separate agreement.
17. Installation of telephone lines and provision of telephone services shall be pursuant to Sec. 7901 of the California Public Utilities Code.
18. Permittee is not authorized to place any other facilities or provide any services over the facilities placed in the rights-of-way other than telephone lines as described above, without first obtaining authorizations from the City of Oakland, including any necessary franchises, except where state law preempts local authority to franchise. By way of example and not limitation, Permittee may not install cable system or open video system facilities without first obtaining a franchise.
19. Permittee shall comply with any provision that the City of Oakland may adopt in the future requiring it to obtain a franchise or other authorization and may be required to do so as a condition to the continued effectiveness of the permit, provided that nothing in this agreement shall be construed to prevent Permittee from claiming that a particular requirement is prohibited by applicable law.
20. Permittee warrants that the services it will offer over the telephone lines consist solely of telephone service within the meaning of Section 7901.
21. Permittee warrants that Permittee will promptly notify the City of Oakland of any company to which it is selling, leasing, or otherwise transferring facilities or capacity, and agrees not to sell, lease, or otherwise transfer facilities or capacity to any company that is required by state or federal law obtain franchise or other authorization from municipality without proof that such company has obtained the necessary authorization or franchise.
22. Permittee agrees to comply with any future changes in State or Federal laws that pertain to the telephone/telecommunications industry and the City of Oakland reserves the right to impose any changes in the law at such future time.
23. Permittee will submit Quarterly Construction reports as required by the Public Utilities Commission.
24. Permittee warrants that in the event any telephone facilities approved by the City of Oakland pursuant to this permit are at any time during the usable life of the equipment or facilities utilized for purposes other than providing telephone service as defined by the California Public Utilities Code, including but not limited to the transmission of a cable system equivalent or open video or data transmission, Permittee agrees to first obtain the necessary authorization or franchise for providing such service over said existing facilities.
25. For as long as Permittee maintains facilities within the public right-of-way, Permittee is subject to further licensing and/or leasing requirements imposed by the City of Oakland for such use.

I as the authorized agent of (Company Name) _____ agree to the above Conditions

Signature

Print Name

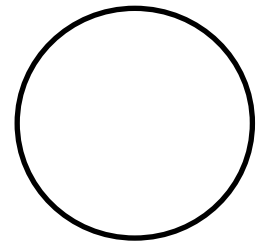
UTILITY EXCAVATION PERMIT SUBMITTAL CHECK LIST

- 2 sets of hard-copy plans; maximum size: 11"x17"
- All underground utility lines; City Monuments WITH City Monument ID and benchmarks (if applicable); **depth and width of trench**; north arrow; scale; vicinity map; project number; City Right-of-Way.
- Distance from monument to centerline of trench. Monument information available here: [Sewer Sheet / Monument Sheets \(arcgis.com\)](#) AND plat(s)
- Monument location shall be verified in the field and tied to NAD 83 datum. Monuments **not found** in the field but indicated on monument sheets shall be called out as "SFNF" (Searched For Not Found). Monuments paved over shall be called out as "MPO". See Page 5.
- Distance from face of curb to trench, If no curb, dimension to a monument line or sanitary sewer main and stake for construction; total trench footage (conduit or cable)
- Distances from improvement to underground utility line. Two (2) foot minimum separation; maintain five (5) feet from any sanitary and storm sewer structure; maintain five (5) foot radius from all survey monuments
- Distance from driveways on all new or replacement utility pole installations. Minimum distance: 30 inches
- Above and below ground structures/cabinets provide a spreadsheet listing specifications (if needed).
- Corner Records** for monuments within 15 feet of edge of trench.
- Completed Utility Excavation Application
- Inspection Deposit Account
- Traffic Control Plan and Application (**if required**)
- Bond (if required)**
- Current City of Oakland Business (**if required**)
- Contractor License (**if required**)
- Letter of Agency (**if required**)
- Liability Insurance
- Signed and stamped letter from Licensed Land Surveyor stating **status of monument(s)** *post construction*, and whether a post-corner record will be required per Sec. 8771.
- REQUIRED:**
Email electronic copies to: DOTOnlinePermits@oaklandca.gov
(Include address and permit type in subject line)

SURVEYOR PRE-CONSTRUCTION CHECKLIST

This checklist shall be completed by a licensed land surveyor ***ONLY*** or ***FIELD STAFF*** working under his/her auspices as requested by the Office of the City Surveyor. **Submittal of pre-construction Corner Records shall be made with this checklist.** *Please Note: Additional corner records may be required after Department review if submittal is unsatisfactory in monument preservation & protection in accordance with Gov. Code Sec 8771(b).*

- 1. Surveyor has conducted a records search including both City Monument Sheets AND plat(s) to locate monuments within extents of project.
- 2. Surveyor has conducted a field reconnaissance to locate ALL monuments and verified *missing* monument(s) with a metal detector. Surveyor has **spray painted** monument locations in the field in **pink** as follows:
 - a. Monument(s) *found* – monument lid shall be circled
 - b. Monument(s) *missing* – marked “SFNF REC LOC” (Searched For Not Found Record Location)
 - c. Monument(s) *found but paved over* – marked MPO (Monument Paved Over)
- 3. Surveyor shall take photographs of the above three items/markings in the field to be attached to this checklist.
- 4. Surveyor has noted the total monument count for both record monuments and field verified monuments. State the numbers below:
 - 1) No. Record Mon(s) _____
 - 2) No. Found Mon (s) _____
 - 3) No. Paved Over Monuments (s) _____
 - 4) No. Missing Monuments _____



Surveyor STAMP

- 5. Surveyor has worked with permittee to update construction drawings to show monuments in Item 3 (if not shown on plan set previously), including those that are paved over. Monuments searched for, but not found shall be delineated “SFNF”. Monuments paved over shall be delineated, “MPO,” and tied to NAD83 datum.
- 6. For all monuments within 15’ of the *edge of trench*, surveyor has prepared pre-construction corner records and sent them to Alameda County and City of Oakland for Survey Dept staff to review.
- 7. If Surveyor wishes to use an *existing corner record*, they shall provide *verification* (either by signed/stamped letter or redlined re-stamped corner record) that reference points are present and in good standing.

Additional Comments/Field Findings (Additional comments/notes may be attached as necessary):

Contact Information:

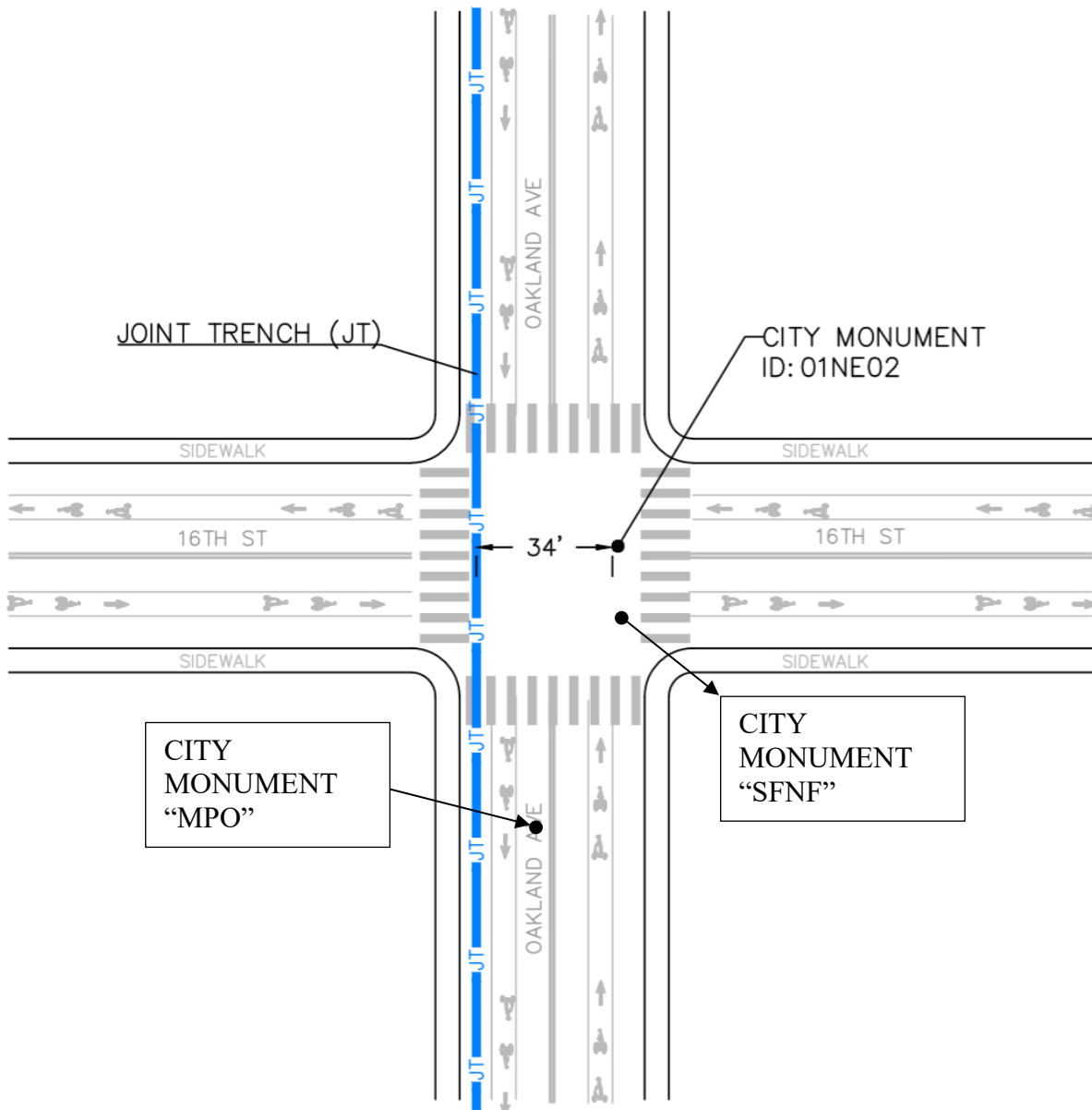
Name	Job Title	Email	Phone Number



MONUMENTS AND TRENCHING

All utility plans must show City Monuments dimensioned to the edge of the trench. Monuments paved over shall be delineated “**MPO**” and monuments searched for, but not found shall be delineated “**SFNF**” on the construction drawings. Corner records shall be submitted if working within 15’ of the *edge* of the trench. **ALL** monument locations shown on City Monument Sheets AND historical plats shall be verified in the field. **Failure to do field verification, submit corner records OR show City monuments dimensioned to edge of the trench will result in an INCOMPLETE permit application for your permit to be placed ON-HOLD.**

Example Plan Set:



Date: _____

Mr. Raymond Hébert, PLS
City Surveyor of the City of Oakland
250 Frank Ogawa Plaza, Suite 4344
Oakland, CA 94612

RE: Post Corner Record Review – Permit No: X _____

Dear Mr. Hébert:

I, _____ (full name), a Professional Land Surveyor licensed in the State of California, certify that:

1. The Corner Records for permit no. X _____ were conducted under my supervision at the instance of _____ (company name).
2. We have reviewed the monument dimensions as shown on the following Corner Records:

Corner Record Log

CR ID	County	Book	Page No.	Location (Cross Streets)/Other Comments
CR _____	Alameda			
CR _____	Alameda			
CR _____	Alameda			
CR _____	Alameda			
CR _____	Alameda			

(See appendix A Page 10 for additional corner record log to use as needed)

3. We have compared the location of the referenced survey nails or marks with that of the monument Corner Record listed above.
4. The dimensions as measured on _____ (Date), were found to be in accordance with dimensions as shown on the recorded Corner Record.

Yes ___ No ___

5. Monument(s) are: ___ Disturbed ___ Not Disturbed

Should you have any questions, please call at your convenience.

Respectfully Submitted,

(Signature Above)

Name of PLS: _____

[Wet Stamp and validation]

Company: _____

APPENDIX A:

CR ID	County	Book	Page No.	Location (Cross Streets)
CR _____	Alameda			
CR _____	Alameda			
CR _____	Alameda			
CR _____	Alameda			
CR _____	Alameda			
CR _____	Alameda			
CR _____	Alameda			
CR _____	Alameda			
CR _____	Alameda			
CR _____	Alameda			
CR _____	Alameda			
CR _____	Alameda			
CR _____	Alameda			
CR _____	Alameda			
CR _____	Alameda			
CR _____	Alameda			
CR _____	Alameda			
CR _____	Alameda			
CR _____	Alameda			
CR _____	Alameda			
CR _____	Alameda			
CR _____	Alameda			
CR _____	Alameda			

Frequently Asked Questions (FAQ's) for Utility Excavation (X) Permits

1. When is a Utility Excavation Permit required?

Answer: This permit is for any excavation in the right of way including utility companies or franchisees and contractors that work with utility companies with an approved utility plan(s) and does not fall within the purview of a minor excavation permit.

Examples of scopes of work matching a minor excavation permit include soil borings, underground storage (UGS) tank excavations, monitoring well installation/destruction, potholing, water meter repair, and gas meter repair. Examples of scopes of work matching a utility excavation permit include new water meter installation, new gas meter installation, and utility trenching. If you have questions regarding which type of excavation permit is appropriate for your work, you may contact OakDOT at DOTOnlinePermits@oaklandca.gov or (510) 238-3199.

2. When is an Encroachment Permit also required?

Answer: An encroachment permit is only required if the utility company is installing an above or below ground structures/cabinet or antenna. Applicant should provide a list of equipment and specifications (dimensions, location, reference to page of drawing, etc.) for City to consider and issue an encroachment permit. Note that the Utility Excavation application form covers both Utility Excavation and Encroachment permits and there is no need to fill out two applications.

3. My permit has lapsed, how do I extend the permit?

Answer: Email (DOTOnlinePermits@oaklandca.gov) to request an extension (include permit number in the email subject line) or stop by the permit counter at, 250 Frank Ogawa Plaza, 2nd Floor. An extension fee will be due.

4. When should I provide a bond?

Answer: A performance bond is required from contractors that work for the utility company or assigned to excavate on behalf of the utility company. Per OMC 12.12.022, the bond shall be in the sum of \$25,000 or as determined by the Director of Public Works. This is interpreted as either \$25,000 or the approved engineer's estimate, whichever is greater, and which may be added as cash to the permit. Alternatively, a security bond may be submitted to the City's cashier. Cash bond and securities will be released to the applicant when permit is finalized. A processing fee will be due.

5. If my company has an annual permit, do I still need to pay permit fees?

Answer: Annual permit is for utility companies with franchise agreements and covers minor excavations and service installations (work to be completed in 24 hours). There are no additional permits required. However, the utility company must inform the utility inspector prior to the start of the work for inspections. City's inspections costs are charged separately to the utility companies on monthly basis.

6. What is an Inspection Deposit? When is it needed? How do I set one up?

Answer: An Inspection Deposit (or drawdown) account is referenced within OMC 12.12.024 and is needed for contractors working for utility companies. Since we do not have a mechanism to charge a contractor on a monthly basis (contractors are not franchises), the drawdown account allows the contractor to deposit a sum of money to pay for inspections.

To set up an account, visit 250 Frank Ogawa Plaza, 2nd floor Cashier's Office.

7. How much money do I need to deposit in the Inspection Deposit account?

Answer: Depending on the duration of the project, the Senior Inspector will notify the applicant of the amount of money to be deposited. Unused funds are returned to the applicant and cost over runs must be paid by the applicant prior to finalizing the permit.

8. What is a City Monument?

Answer: A City Monument is a City certified physical structure which marks location of a corner or other survey point and may contain geodetic information including coordinates and elevation. The network of survey monuments protects and delineates public and private property and is critical to the enforcement of real property rights. Survey monuments are important assets belonging to the City and its citizens and are protected and maintained.

9. What does a City Monument look like?

Answer: City Monuments are typically located in the street, to the exception of a few that are located in the sidewalk. Externally, they are 9" circular steel casings that lie flush with existing grade and are often mistaken for water valves, and vice versa. Beneath the lid is a 3' foot concrete casting that protects a metal disk and/or pin that provides permanent survey control for boundary, coordinates, and elevation. For more information, please see [City of Oakland Standard Detail S-9](#).

10. When do I need to file a corner record?

Answer: A corner record must be filed when there is a monument within 15' of the edge of a trench.

Per Business and Professions Code of the State of California, Sec. 8771:

"...A permanent monument shall be reset in the surface of the new construction or a witness monument or monuments set to perpetuate the location if any monument could be destroyed, damaged, covered, disturbed, or otherwise obliterated, and a corner record or record of survey shall be filed with the county surveyor prior to the recording of a certificate of completion for the project. Sufficient controlling monuments shall be retained or replaced in their original positions to enable property, right-of-way and easement lines, property corners, and subdivision and tract boundaries to be reestablished without devious surveys necessarily originating on monuments differing from those that currently control the area..."

Corner records need to be recorded with Alameda County, and copy of said prepared corner records shall also be submitted with the permit application package to the City of Oakland.

11. When do I need to submit my pre-construction corner records?

Answer: The applicant shall submit their pre-construction corner records at time of utility excavation permit submittal. At no time shall mobilization or excavation occur without corner record submittals to Alameda County.

12. Am I responsible for post-construction corner records? Even if the monument was not disturbed?

Answer: Post-corner records are only required if disturbance has occurred on the subject monument. Otherwise, a signed and stamped letter from a Licensed Land Surveyor stating that monument has not been disturbed and will not need a post-corner record per Sec. 8771, shall be submitted to the inspector after construction (as indicated on Page 3 of the submittal checklist).

13. What is the protocol if a City Monument gets damaged/removed in the field?

Answer: A Corner Record or Record of Survey will be required as a result of the monument adjustment, change in material or other physical condition in accordance with Business and Professions Code of the State of California Professional Land Surveyor's Act §8771 prior to the completion of the project. Survey monuments that are to be reset or relocated are done so at the applicant's expense. Placement and nature of relocated monument(s) should be coordinated with City Surveyor. Post-construction corner records shall be filed with the County. The surveyor shall submit a letter to the Office of the City Surveyor by emailing survey@oaklandca.gov, and CC'ing the City Surveyor at rhebert@oaklandca.gov making note of disturbed monument(s) and how it was resolved along with the submittal post corner records. Applicant shall also, provide said letter to City inspector **prior** to permit close out. Failure to do so will **postpone**, "finaling" of the permit.

14. What if the monument(s) are paved over? Am I responsible for uncovering the monument and filing a pre/post corner record?

Answer: Yes. The applicant is responsible for providing reconnaissance for any such monumentation that exists in accordance with the City of Oakland monument maps. Any such monumentation that exists under pavement will be excavated, protected, and corner records filed in accordance with 8771.

15. Do I need to file a corner record if there was one previously filed at the County?

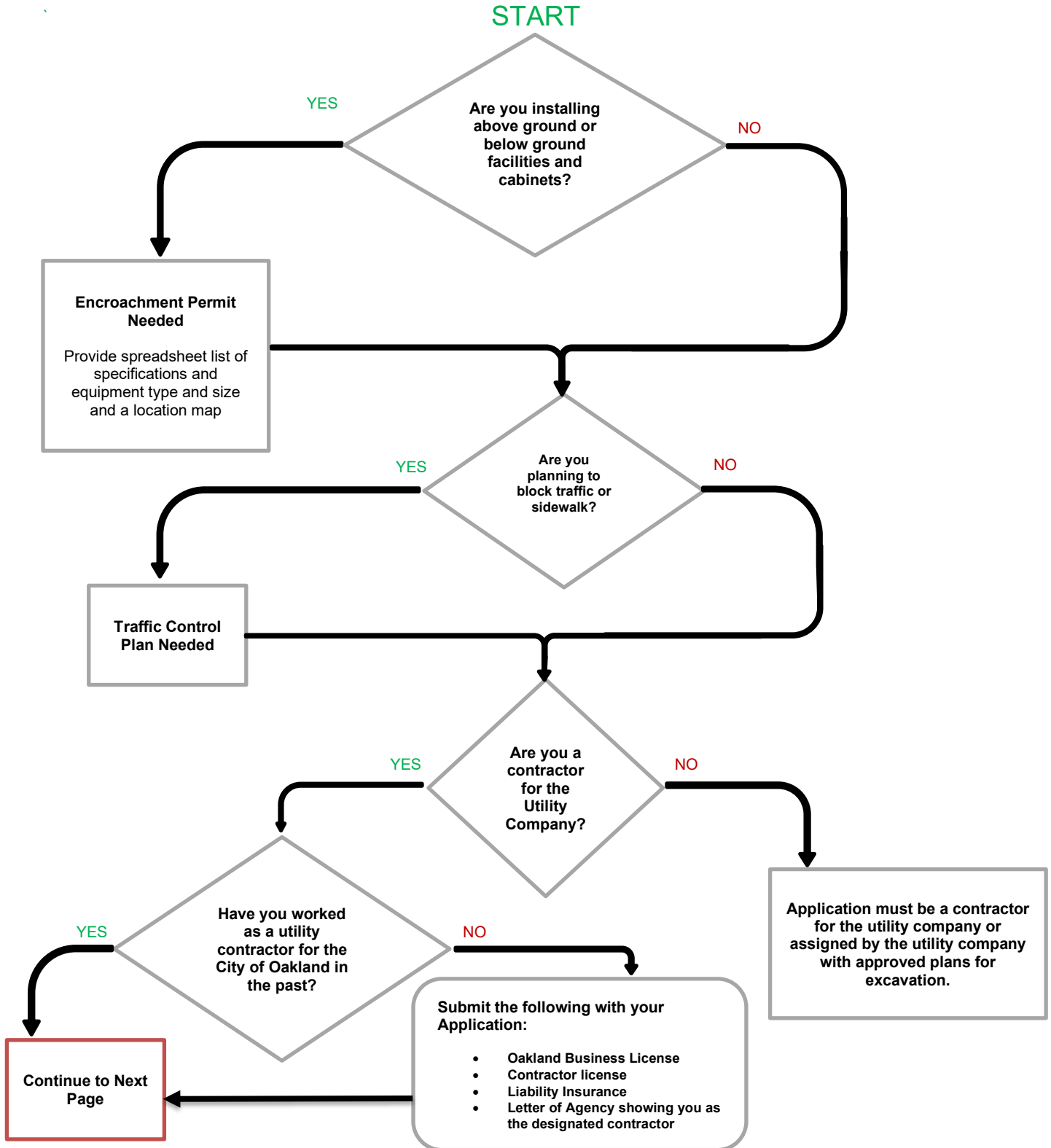
Answer: Possibly. The existing corner record needs to be vetted. This includes finding existing corner record reference points. If any reference points are missing, a new corner record will be required to be submitted with the permit application.

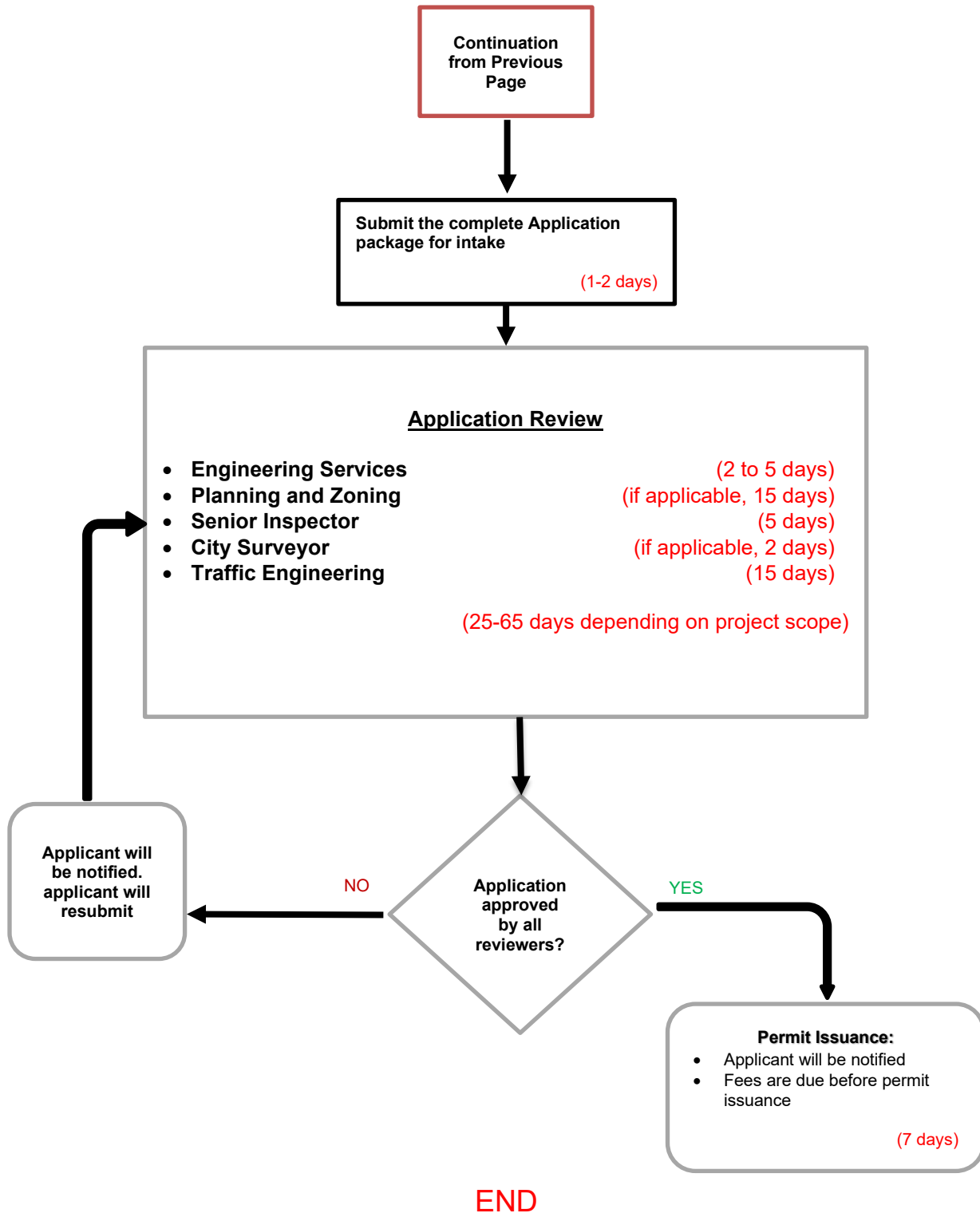
16. Where do I submit recorded Corner Records to?

Answer: Alameda County Surveyor's Office. The applicant is responsible for sending digital recorded copies of the pre and post ("post" only as applicable) to survey@oaklandca.gov.

WHAT IS THE PROCESS TO OBTAIN AN ENCROACHMENT PERMIT?

Estimated City Processing Time in Parenthesis()
Estimated processing time: 45-90 days





HOW ARE UTILITY EXCAVATION PERMIT FEES CALCULATED?

The fees for a Utility Excavation Permit are calculated based upon the approved Oakland Master Fee Schedule. The tables below show fees based on the 2022/2023 Fiscal Year Master Fee Schedule effective February 21, 2023 on how Utility Excavation fees are calculated.

UTILITY EXCAVATION PERMIT

No.	Description	Amount	
1	Permit	No Fee	-
2	Inspection for Excavation Permit		
	a. One Hour Minimum Inspection Fee (Normal Operating Hours)	228.25	Hour
	b. One Hour Minimum Inspection Fee (Outside Operating Hours)	341.81	Hour
	c. Inspection by Consultant	Actual Cost	Hour
3	Street Obstruction Fee	9.45	25 Lin/Ft. Per Day
4	Violation of Mandatory Completion Notice	745.50	Each
5	Emergency Surcharge	14.00	Each
6	Excavation Permit Review Fee		
	a. Projects Exceeding 300 ft.	1,295.64	Each
	b. Projects Shorter than 300 ft. or Within One City Block	468.29	Each
	c. Review by Consultant	Actual Cost	Hour
7	Survey Services – Excavation Permit – Compliance with BPC8771 Review	129.97	Hour
8	Processing Security Deposits (Bonds, Cash, Certificate of Deposits, etc.)	344.00	Each
9	Permit Time Extension	228.25	Permit

ADMINISTRATION **** Non-Refundable per Master Fee Schedule added to all permits**

1	Application Fee	76.00	Each Permit
2	Record Management and Technology Enhancement Fee	14.75%	Permit Total