



## GENERAL ENCROACHMENT PERMIT APPLICATION INSTRUCTIONS

A general encroachment permit is required for construction or maintenance activity conducted within the public right-of-way (ROW), including the following activities: "... dig, break, excavate, use, occupy, tunnel, undermine or in any way obstruct or disturb any street, alley, sidewalk, highway, thoroughfare or other public place, or to fill, place, leave or deposit in or upon any such public street, highway, alley, thoroughfare, sidewalk or public place any article, material or thing whatsoever tending to encroach upon or to obstruct, disturb or interfere with the free use of the same, or to place, erect or maintain any structure, including curbs, gutters, sidewalks, driveways, paving, valley gutters, or sidewalk fronting strips in any city right-of-way ..." CMC 12.12.010.

1. Check the type of encroachment activity, at the top of page 1 of the General Encroachment Permit form. An explanation of types of general encroachment activities are listed below (#5).
2. Complete the following contact information:
  - Application Information: Owner of the property to be worked on or the equipment to be installed.
  - Contractor Information: All work in the right-of-way must be done by a licensed and bonded contractor. The contractor's business and contact information goes here.
  - Agent Information: If the applicant is using a third party, such as an engineering consultant to apply for the permit, their contact information would be included.
  - Job Site Information: Address and a brief description of the work to be done.
3. Submit the completed 'General Encroachment Permit' form on page 1. Sign and date the 'Standard Conditions' on page 2. Include the following items for a complete submittal:
  - Project plans or Sketch;
  - Traffic Control Plan (TCP), required for work within the right-of-way (ROW);
  - Contractor's estimate of work and material costs, including traffic control.

Email the completed form and applicable items to the Building Department at [permits@cityofcamas.us](mailto:permits@cityofcamas.us).  
For questions or payments, call 360.817.1568.
4. General encroachment fees are calculated based on the current City fee schedule. (CMC 12.12.020)
  - 2023 Base fee: \$38.00 for estimate of work less than \$1,500.00
  - Fee for work estimated at \$1,500.00 or greater: \$30.00 plus 2.5% of estimate of work
5. Types of Permits:
  - Sidewalk and/or Driveway:
    - Applies to new sidewalks/driveway approaches; removal & replacement of existing sidewalks/driveway approaches; and retrofitting of existing.
  - Street Tree – New or Remove & Replace:
    - New trees or removal & replacement of existing trees.
  - Other Work in ROW:
    - e.g. Temporary placement of dumpsters, storage/moving PODS, tents, material storage, potholing, etc.
6. Required Documentation:
  - General Encroachment Permit, page 1;
  - Standard Conditions (ESC/Construction Debris Cleanup & Indemnification and Hold Harmless Agreement), page 2 on backside of page 1.
  - Annual Insurance Certificate

**Additional Information:** Per CMC Section 12.12.040: Any person, firm or corporation engaged in any kind of work which tends to obstruct the streets, highways, or public places, or which takes place within the city's right-of-way may, in lieu of the certificate of liability insurance, provide an annual insurance certificate in such amount as may be fixed by the Director of Public Works and approved by the City Attorney.

# GENERAL ENCROACHMENT PERMIT FORM



Submit via email: [permits@cityofcamas.us](mailto:permits@cityofcamas.us)

Questions or Payment: 360-817-1568  SIDEWALK and/or DRIVEWAY - NEW or REMOVE & REPLACE

Engineering Inspection Requests:  STREET TREE - NEW or REMOVE & REPLACE

Call 360.834.8860, Option 2  OTHER WORK IN ROW (E.G. DUMPSTERS, PODS, TENTS, MATERIAL STORAGE, ETC.)

City Permit Number

APPLICANT	Owner or Business _____ Address _____ City _____ State _____ Zip _____ Contact Name _____ Title _____ Phone _____ Email _____															
CONTRACTOR/AGENT	Company Name _____ Address _____ City _____ State _____ Zip _____ Contact Name _____ Title _____ Phone _____ Email _____ W.C.L. # _____ Expires _____ Tax ID Number _____															
JOB SITE INFORMATION	Work Location / Address: _____ Description of Work: _____ _____ Pavement Cut(s) <input type="checkbox"/> Plans Attached Value of work and material in right-of-way: \$ _____ _____ Sidewalk Cut(s) <input type="checkbox"/> TCP Attached Project Start Date _____ End Date _____ Signed _____ Date _____															
SITE REQUIREMENTS	<div style="text-align: right; background-color: yellow; padding: 2px; font-weight: bold;">Initial &amp; Date Page 2 On Reverse Side</div>															
CITY USE ONLY	<table style="width: 100%;"> <tr> <td><input type="checkbox"/> Engineering Plan or NA</td> <td><input type="checkbox"/> Drawings Rec'd</td> <td>Approved By: _____ Date Approved: _____</td> </tr> <tr> <td><input type="checkbox"/> Traffic Control Plan or NA</td> <td><input type="checkbox"/> TCP Received</td> <td>Approved By: _____ Date Approved: _____</td> </tr> <tr> <td><input type="checkbox"/> Standard Conditions (Pg. 2) Initialed &amp; Attached</td> <td></td> <td>Permit Fee \$ _____</td> </tr> <tr> <td><input type="checkbox"/> Insurance Form, Signed &amp; Attached</td> <td></td> <td>Other Fees \$ _____</td> </tr> <tr> <td><input type="checkbox"/> <b>NOTE: Permit is not valid until fees are paid.</b></td> <td></td> <td>Total Fees \$ _____</td> </tr> </table> <p>Approved by: _____ Date Approved: _____ Expires: _____</p> <p>Receipt Number: _____ Issued by: _____ Date Paid: _____</p>	<input type="checkbox"/> Engineering Plan or NA	<input type="checkbox"/> Drawings Rec'd	Approved By: _____ Date Approved: _____	<input type="checkbox"/> Traffic Control Plan or NA	<input type="checkbox"/> TCP Received	Approved By: _____ Date Approved: _____	<input type="checkbox"/> Standard Conditions (Pg. 2) Initialed & Attached		Permit Fee \$ _____	<input type="checkbox"/> Insurance Form, Signed & Attached		Other Fees \$ _____	<input type="checkbox"/> <b>NOTE: Permit is not valid until fees are paid.</b>		Total Fees \$ _____
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## STANDARD CONDITIONS

### **EROSION SEDIMENT CONTROL / CONSTRUCTION DEBRIS CLEANUP & DISPOSAL**

The applicant (or owner's representative) acknowledges by signing this Permit that he/she has read the contents of Section 14.06 Erosion Control Plan and Section 15.36 Construction Debris Cleanup and Disposal of the Camas Municipal Code. The applicant agrees to familiarize himself/herself with the applicable City of Camas standards, specifications, codes, and ordinances and will abide by the same. The applicant understands that nonconformance with these documents may result in rejection, removal of the work, "stop work orders"; and the costs associated with the same will be the responsibility of the applicant. The applicant is assuming all responsibility of constructing the improvements in compliance with City of Camas standards, specification, and ordinances.

The City requires all flag persons on City streets or right of ways to be certified by the State of Washington per WAC 296-155-305.

Excavators shall notify pipeline operator immediately if their work damages a pipeline and to call 911 or other local emergency response numbers immediately if the damage results in a release of natural gas or other hazardous substance or potentially endangers life, health, or property.

I understand that it is my responsibility to ensure all persons involved in this project comply with the requirements of the Camas Municipal Code.

Applicant's Initial: \_\_\_\_\_ Date: \_\_\_\_\_

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### **INDEMNIFICATION AND HOLD HARMLESS AGREEMENT**

The Applicant/Contractor shall defend, indemnify and hold the City of Camas, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees, arising out of or in connection with the performance of this Permit, except for injuries and damages caused by the sole negligence of the City of Camas.

Should a court of competent jurisdiction determine that this Agreement is subject to RCW 4.24.115, then in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Applicant/Contractor and the City, its officers, officials, employees, and volunteers, the Applicant/Contractor's liability hereunder shall be only to the extent of the Applicant/Contractor's negligence. It is further specifically and expressly understood that the indemnification provided herein constitutes the Applicant/Contractor's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the parties. The provisions of this section shall survive the expiration or termination of this Permit.

Applicant's Initial: \_\_\_\_\_ Date: \_\_\_\_\_



**GENERAL ENCROACHMENT PERMIT**

Certificate of Insurance Attached.

Date Submitted: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

**INSURANCE REQUIREMENTS  
(Required for Permanent Structures & Site Developments)**

Applicant to provide certificate of insurance evidencing:

1) Commercial General Liability insurance of at least \$1,000,000 per occurrence and no less than \$2,000,000 general aggregate, and \$2,000,000 products-completed operations aggregate limit, naming the City of Camas as an additional insured. Coverage shall not exclude explosion, collapse and underground (XCU) where applicable. Coverage shall include, but not be limited to, contractual, completed operations and stop gap (employer’s) liability.

2) Automobile Liability insurance with a minimum combined single limit for bodily injury and property damage of \$1,000,000 per accident.

Applicant to provide a copy of endorsement: ISO Additional Insured, State or Political Subdivisions, Permits CG 20 12 005 09, or a substitute endorsement providing equivalent or better coverage.

Per CMC Section 12.12.040: Any person, firm or corporation engaged in any kind of work which tends to obstruct the streets, highways or public places, or which takes place within the city's right-of-way may, in lieu of the certificate of liability insurance, provide an annual insurance certificate in such amount as may be fixed by the Director of Public Works and approved by the City Attorney.

Company / Agency Name: \_\_\_\_\_

Annual Certification (Keep on File)

Permit Specific – Permit No. \_\_\_\_\_