

2021 ADMINISTRATIVE PERMIT CONDITIONS
SMALL EXCAVATIONS AND ROUTINE MAINTENANCE

By submitting a signed permit application, permittee accepts and agrees to comply with all terms and conditions, including those appearing on the permit application, these administrative permit conditions, the standard conditions, and all special permit-specific conditions.

Permittee is responsible for compliance with all conditions of the permit, regardless of whether permittee employs contractors or others to perform the work.

Failure to comply with any condition of the permit, including work contrary to any condition of the permit, constitutes a misdemeanor violation of Ventura County Ordinance 4540 ([EO 4540](#)) approved by the Board of Supervisors on March 19, 2019.

In order to ensure compliance with the conditions of the permit and in accordance with EO 4540, failure to abide by the permit conditions, including notification for inspections and emergency work, may result in one or more of the following: penalty or changes in permit fees; permit modification or revocation; permit issuance when separate individual permit required; removal or modification of the encroachment; reconstruction or repaving of the pavement or shoulder.

EMERGENCY REPAIRS:

Emergency repairs require an immediate email to PWA.TransPermits@ventura.org and phone call to the Permits Section at (805) 654-2055. In the email and phone message, provide the road name, contractor and permittee name, time and date of the incident. An application for the emergency work must be submitted no later than 5:00 p.m. the next business day. Failure to comply and working without a permit will be treated as stated here below.

SEPARATE INDIVIDUAL PERMIT REQUIRED:

A separate individual permit is required when ANY of the following are true:

- (1) Excavation is required, including, but not limited to, pole replacements, pole reinforcement, or any such preparatory work.
- (2) Work duration is more than eight (8) hours.
- (3) Location of work and traffic conditions do not meet Scenario #1 or Scenario #2 below or require a road closure.

If any of these are true, then the work to be performed requires a separate individual permit and would not be covered solely under the Administrative Permit ([Apply for Permits](#)). For application requirements for a separate individual permit, please read Requirements for Application Submittal here below. Permit applications may be found at: <http://vcpublicworks.org/transportation-department/road-encroachment-permit>.

When a separate individual permit is required, and the excavation at any one location meets the size threshold and layout in the pavement or shoulder as described here below, then the permittee will be eligible for a small excavation permit with the review fee waived.

Small Excavation Permit

- Thirty (30) square feet or less and layout is anywhere in pavement or shoulder.
- Trench length and width do not exceed sixty (60) feet by two (2) feet and the layout is across the pavement or shoulder. Across the pavement means the long dimension is generally perpendicular to the centerline or longitudinal direction of the roadway.

SEPARATE INDIVIDUAL PERMIT NOT REQUIRED:

A separate individual permit is NOT required for routine access/maintenance to facilities when all of the following conditions are true:

- (1) Work does NOT require excavation. Work does NOT require excavation and no excavation was performed.
- (2) Work duration is less than eight (8) hours.
- (3) Speed limit and traffic control conditions for the work meet one of the following scenarios (all items must be met).
 - (a) Scenario #1:
 - Speed limit is 25 mph or less posted/observed;
 - Traffic control is limited to shoulder work (TA-3), shoulder work with minor encroachment (TA-6), or flagging operation (TA-10);
 - Two-way traffic will be maintained during the work;
 - Work zone is no longer than 100 feet.
 - (b) Scenario #2:
 - Speed limit is greater than 25 mph posted/observed;
 - Traffic control is limited to shoulder work (TA-3) (e.g. working only on shoulders, no flagging operation, no traffic delays, no work in traveled way or bicycle lane).
 - Work zone is no longer than 100 feet.

Questions regarding the separate individual permit may be addressed to the Permits Section. A decision regarding the need for a permit will be made on a case-by-case basis.

Inspector Notification

When a separate individual permit is NOT required, the permittee is still required to notify the Inspector 48 hours or two (2) business days in advance, whichever is greater. The permittee must speak with the Inspector prior to commencing the work. The Inspector may require additional traffic control measures for the work.

WORKING WITHOUT A SEPARATE INDIVIDUAL PERMIT:

The following circumstances will result in issuance of a permit and placement of charges directly onto the permittee's billing account without notice. Any such work will be charged penalty fees in accordance with EO 4540 and the most current approved fee schedule.

- (1) Any work started, in progress, or completed without a separate individual permit for the specific location when a separate individual permit would have been required.
- (2) Any emergency work completed without proper phone notification and subsequent application submittal.

AUTOMATIC EXTENSIONS:

Any valid permit that has expired with work not completed will be automatically extended ninety (90) days by the County with an extension fee applied to the permittee's billing account.

When an application for an extension is filed prior to the permit expiration date, one extension of reasonable duration may be granted at no charge ([Extension](#)).

REQUIREMENTS FOR APPLICATION SUBMITTAL:

The following items are required for the application submittal to be considered a complete application ([Apply for Permits](#)). Incomplete applications may result in a delay of one or more working days or longer in issuing the permit.

- (1) Exact location and description of the work.
- (2) Road name and distance from the nearest intersection or mile marker. Provide the situs address, if known.
- (3) Size of the excavation (length, width, and depth).
- (4) Location or layout of the excavation in the road right-of-way.
 - (a) The applicant must provide a sketch or describe the location of the excavation and whether the excavation is located in the pavement, shoulder, or sidewalk.
 - (b) The applicant must provide distances or dimensions from the edges of the excavation to visible features nearby.
 - (c) The applicant must provide an aerial photo and street view from a mapping service.
 - (d) When items (a) and (b) and (c) are missing from the application, the application may be deemed incomplete.
- (5) Estimated start date and completion date of the work. Precise dates are not required; however, a better estimate of the construction timeline will assist inspectors in inspecting the work.
- (6) Anticipated traffic control required for the work.
 - (a) Any work in the right-of-way of a county-maintained roadway that requires traffic control.

- (b) The applicant may propose a standard traffic control plan (TCP) or provide a site-specific traffic control plan.
 - (c) The TCP must be completed by a traffic control professional in accordance with the CAMUTCD.
 - (d) Any work conducted without traffic control is considered a violation of the Administrative Permit and Ordinance.
- (7) Contact information for the applicant/permittee, contractor, and/or field contact. An email address and phone number are required. The facility owner will be designated as the permittee. Any contractor working on behalf of a permittee must provide an agent authorization ([Authorization](#)).
- (8) Signature on the application or agent authorization. A signature from the applicant/permittee is required on the application or agent authorization. The agent authorization may be effective for one calendar year or as specified by the applicant/permittee.
- (9) Submit the complete application electronically to pwa.transpermits@ventura.org. The preferred method of submittal is through email.

Other methods of submittal include: facsimile to (805) 654-5169; mail to Ventura County Public Works Agency Roads & Transportation – Permits Section at 800 South Victoria Ave, Ventura, CA 93009-1620; or in-person at the front counter.

- (10) Payment of fees. The permit fee may include the review fee, engineering review fee, and inspection fee, or an additional deposit for additional inspection time. The permit will be issued after all current applicable fees have been paid. For permittees with billing accounts, the permit will be emailed to the permittee or designee without pre-payment. The appropriate fee(s) will be billed to the permit and invoiced monthly.

REQUIREMENTS FOR ALL TYPES OF WORK:

- (1) Permittee with administrative permit for excavations must comply with the following standards and conditions:
- 2021 Encroachment Permit Standard Conditions
 - NPDES Requirements
 - Conditions of Approval or attachments with any separate individual permit
 - These administrative permit conditions
 - Any special conditions
- (2) Permittee must obtain approval to start work from the Inspector a minimum of forty-eight (48) hours or two (2) working days, whichever is longer, in advance of the proposed start time.
- (3) When a separate individual permit is required and the scope of the work includes an excavation, additional pavement repair or replacement beyond the excavation boundary may be required. Contact the Inspector for details.
- (a) All roadways overlaid within the previous five (5) years of the permitted excavation are subject to special repair procedures, including but not limited to, complete overlay of the lane(s) in which the excavation is made, as specified in the special conditions and CRS E-11 and E-12 ([CRS](#)) For paving history, go to County View Mapping ([County-View](#)).

- (4) Permittee must provide hard copy of permit to Inspector upon request, including any permit attachments, standard conditions, or special conditions. Permittee's work crews, contractors, or agents working in the road right-of-way must retain a hard copy of the permit in the field at all times.
- (5) The permittee must continue to maintain liability insurance in accordance with the County requirements at all times during the permit period.

LINKS:

Applications: <https://www.vcpublicworks.org/applyforpermits/>

County-View Mapping: <http://gis.ventura.org/PWA-Transportation/>

CRS: See Guidelines or SPPWC.

EO 4540: https://library.municode.com/ca/ventura_county/codes/code_of_ordinances?nodeId=DIV12HIEN

Extensions: See Applications.

Fees: See Applications.

Guidelines: <https://www.vcpublicworks.org/rt/ordinancespoliciesguidelines/>.

NPDES: <http://www.vcstormwater.org/documents/reference/ventcopermit.pdf>

VCPWA-RT: <https://www.vcpublicworks.org/rt/>