

ANNUAL PERMIT CONDITIONS FOR MINOR 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 annual permit conditions, the standard conditions, and all special conditions. 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 Code section 12601.

Maximum excavation size allowed when permitted with a **separate permit for each location** is thirty square feet (30 s.f.) in area or a trench not exceeding two feet in width and sixty feet in length (2 ft. x 60 ft.) if the excavation is across the road right-of-way.

Emergency repairs require an immediate phone notification to our office at (805) 654-2055 and an application must be submitted no later than 5:00 PM the next business day.

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

- No excavation is required; and
- Work duration is less than 8 hours; and
- Speed limit and traffic control conditions for work for either scenario are as follows (all items must be met):
 - Scenario #1: Speed limit is 25 mph or less posted/observed, traffic control is limited to shoulder work (TA-3) or flagging operation (TA-10), and work zone is no longer than 100 feet; or
 - Scenario #2: Speed limit is greater than 25 mph posted/observed and traffic control is limited to shoulder work (TA-3) (e.g. no flagging operation, no traffic delays, no work in traveled way or bicycle lane).

Inspector notification prior to work is still required. Permittee must speak with an Inspector prior to commencing the work. Additional traffic control measures may be required by the Inspector.

Working without a Separate Permit

The following circumstances will result in issuance of a permit and placement of charges directly onto the permittee's billing account without notice.

1. Any work started, in progress, or completed without a separate permit for the specific location, and any emergency work completed without proper phone notification and subsequent application submittal, will be charged double the permit fees amount, under Ventura County Ordinance Code section 12222;

2. Any valid permit that has expired with work not completed will be automatically extended 90 days by the County's permitting software with a permit extension fee. When an [application for extension](#) is filed prior to the permit expiration date, one extension of reasonable duration will be granted at no charge.

Requirements for Application Submittal

1. Exact location and description of the work, including road name and distance from the nearest intersection or mile marker, the size of the excavation (length, width, and depth) and if the excavation(s) is located in the pavement, shoulder or sidewalk. Provide dimensions from edges of excavation to visible features nearby.
2. Estimated start and completion date of the work.
3. Specify traffic control plan layout/figure from the CAMUTCD, or provide a site-specific traffic control plan.
4. Permittee, contractor, and field contact information and phone number(s).
5. [Application](#) signed by the permittee or [Agent Authorization Form](#) signed by agent of the Annual Permit holder.

Email application to pwa.transpermits@ventura.org, fax to (805) 654-5169, or mail to Transportation Department – Permits at 800 S. Victoria Ave, Ventura, CA 93009-1620. If you have a billing account, you will be billed for the appropriate amount. The approved permit will be emailed to you.

Requirements for All Types of Work

1. Permittee must comply with the following standards and conditions:
 - a. 2019 Encroachment Permit Standard Conditions
 - b. NPDES Implementation Requirements
 - c. Conditions of Approval printed on each separate permit
 - d. These annual conditions
 - e. Any special conditions
2. The permittee must obtain approval to start work from the Inspector a minimum of 48 hours in advance of the proposed start time.
3. If the excavation falls within a road surface paved within the last five (5) years or rehabilitated within the last two (2) years, large surface pavement repair or replacement is required beyond the excavation boundary. Contact the Inspector for details.
4. The permit must be at the job site and must be made available for review 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.