

SUBMITTAL MUST INCLUDE:

1. An excavation permit application form must be submitted by an authorized representative of the contractor that is legally responsible for the scope of work covered by the permit.
2. A **transmittal** (checklist with requirements) must accompany the submittal and is to **list all documents** in the submittal package.
3. Submit one **site map** and one detail map showing the excavation scope area. The application and site/detail map can be attached to an e-mailed or delivered to the permitting office.
4. If applicable: One full-size set of the **100% CD** drawings, **wet or electronically stamped and signed by engineer of record**.
5. Review may take up to **10 working days** by Trust resource specialists. After all review comments are resolved and Trust utilities are marked/cleared by our utility locator, the permit can be issued.
6. **Call U.S.A. North: 811 / 800-642-2444** to mark non-Trust utilities, this is applicant and permit holder's responsibility.
7. **Permit is issued via Docusign** and shall be signed by applicant.
8. **Related permit fees** are to be paid at that time or sooner.

EXCAVATION PROCEDURES:

1. No excavation or exploratory work is allowed prior to receiving a permit.
2. Each contractor performing excavation is to secure a separate permit.
3. No Trust project crew or contractor is allowed to perform work under another contractor's permit.
4. Required documents are to be submitted **10 working days** or more before the planned start of work.
5. Permit recipients are responsible for calling and following the requirements of **U.S.A. North 811 / 800-642-2444**.
6. **Utility markings expire 28 days** from the date of the ticket issuance. Work must stop until the ticket is renewed. The ticket can be renewed with a call to U.S.A. North and the Trust to re-mark the utilities.
7. If anything (construction, weather, or gophers) obscures the markings, call or email Trust Permitting Office and U.S.A. North must be made to re-mark the utilities.
8. The **permit should be signed via Docusign**. All resource specialist review comments are to be read and initialed through Docusign. **Complying with these comments** is a permit requirement.
9. For site specific issues, consult your **Trust project manager**.
10. Consult with your Trust project manager to determine if an **encroachment** permit or **erosion control plan** is necessary for your work.
11. Not following these procedures will be cause for review and may result in disciplinary action.

ADDITIONAL INFORMATION:

1. Please note that the **legally responsible contractor** shall be required to respond to and comply with the plan reviewers' comments, provide the insurance and worker's compensation information, pay fees, and sign for the permit.
2. **Permitting Office Bulletins** are issued providing information and guidance which may be related to your work. These are available in the Permitting Office and may be obtained through Permitting Administrator or Manager.
3. Permit cards and related permit documents **MUST** remain available on site through the issuance of the Certificate of Occupancy.
4. Periodic **updates** of these procedures are made available through the website. You are advised to periodically check the website for current information.
5. For **site utility use** and coordination contact the Utility Locator at [415-740-8572](tel:415-740-8572).
6. For **bird nesting** requirements contact Natural Resources at [415-407-3954](tel:415-407-3954).

PERMITTING OFFICE:

1. Regular office hours are **T/TH 9-11a**. Otherwise, an appointment is required.
2. The Permitting Office is located at **103 Montgomery St. 3rd Floor SF Presidio, CA 94129**.
3. **Self-served drop-off and pick-up Box** located on 103 Montgomery Presidio back porch.

SUPPORTING DOCUMENTS:

1. Geotechnical /Soils Report
2. Erosion Control Plan
3. Encroachment Permit
4. Any other documents appropriate for your project