



Regional Transit

**Sacramento Regional
Transit District**
A Public Transit Agency
and Equal Opportunity Employer

Mailing Address:
P.O. Box 2110
Sacramento, CA 95812-2110

Administrative Office:
1400 29th Street
Sacramento, CA 95816
(916) 321-2800
(29th St. Light Rail Station/
Bus 36,38,50,67,68)

Light Rail Office:
2700 Academy Way
Sacramento, CA 95815
(916) 648-8400

Public Transit Since 1973

www.sacrt.com

APPLICATION FOR PERMIT INSTRUCTIONS

The purpose of Requesting an Application for Permit is to establish a uniform request process to allow contractors to enter upon Sacramento Regional Transit District (SacRT) Property/Right-of-Way (ROW). An application for permit must be processed prior to beginning any work within SacRT's ROW or ownership. A copy of the application for permit is available at <http://www.sacrt.com/realestate/> Although the form indicates an application for permit; this form is used for **any right of access request**. Upon receipt of the following required documents, SacRT will be able to complete the permit process:

- An 8½ x 11 drawing that clearly indicates the location of the proposed work with respect to the centerline of SacRT track and right of way boundary. Also, a legal property description and plat map may be needed for contract agreements.
- A **Certificate of Insurance**
- An application processing fee of **\$500**
 1. If the permit request is located within the Sacramento-Placerville Transportation Corridor Joint Powers Authority along Folsom Blvd, an additional fee of **\$250** is required.
 2. Remit and make check payable to: **Sacramento Regional Transit District, P.O. Box 511608, Los Angeles, CA 90051-8163**
- Please email completed application for permit/drawings with proof of payment to tcانfield@sacrt.com.

If any work will require a contractor to be within 10 feet of the overhead contact wire system, a Red Tag and a fee of **\$948** are required. If a Red Tag goes beyond the hours prescribed, fees could be up to **\$2,500** per lost Headway. If a SacRT Employee-in-Charge and/or Lookout are required for your project, there is a fee of **\$61.00 to \$183.00** per person/per hour depending on configuration. Applicant will also be responsible for the reimbursement of engineering review and inspection costs associated with this request.

On-Track-Safety Training (OTS) is required prior to working on the ROW or ownership. SacRT provides an On-Track Safety Training course most Tuesdays from 9:00-11:00am at 1400 29th Street Sacramento, CA (please refer to the SacRT calendar online for dates). All employees who will be in any location listed above must complete the training prior to arriving on-site. Employers must complete the training before the Application for Permit will be signed, allowing the contractor to receive a Track Warrant. If you have additional questions regarding safety, email Rob Hoslett, Chief of Safety at rhoslett@sacrt.com.

Sub-contractors for the project must apply for their own application for permit. SacRT will process your application within ten (10) working days upon receipt of required documents. **Please provide as much lead-time as possible to avoid any delays in meeting your scheduled deadlines.**

If you need additional information, please contact:
Traci Canfield, Acting TOD and Real Estate Manager
tcانfield@sacrt.com
916-556-0513