



California Permits - Excavations, Trenches, Construction and Demolition

Loss Control Bulletin

The purpose of the permit is to provide notice to DOSH (Division of Occupational Safety & Health) that an employer will undertake permit required activity and to allow the division an effective means of ensuring that the proposed permit required activity will be performed safely.

To “conduct permit required activity” means either:

- (A) Engage in permit required activity by having employees who actually perform the activity; or
- (B) Act in the role of the project administrator at a site where permit required activity is taking place regardless of whether this role involves having employees who actually perform the activity or not.

Project administrator means a person or entity that has overall on-site responsibility for the planning, quality, management, or completion of a project involving the erection or demolition of a structure. Examples of project administrators include general contractors, prime contractors, owner/builders, joint ventures, and construction managers.

There are two types of permits: (1) Project Permits and (2) Annual Permits. A project permit authorizes an employer to conduct permit-required activity at the specific location named in the permit. An annual permit needs to be obtained once per year and the employer must notify the division each time the permit holder begins permit- required activity at a new site.

Project permits are required for each project that involves:

- Erection, raising, lowering, or dismantling of a fixed tower crane;
- Underground use of a diesel engine in any mine or tunnel;
- Demolition or dismantling of any building or structure more than 36 feet in height;
- Construction or erection of any structure over 36 feet when completed. (Required for Project Administrator)

Annual permits are required for any employer working on structures intended to be more than 36 feet high when completed and is directly engaged in the following activities:

- Erection and placement of structural steel or structural members made of materials other than steel;
- Installation of metal decking or decking made of substitute materials;
- Installation of curtain walls, precast panels or fascia;
- Forming or placement of concrete structures or concrete decks on steel structures;
- Installation of structural framing, including the roof framing or the installation of penalized roof systems.

Either an annual permit or a project permit is required for:

- Construction of trenches or excavations 5 feet or deeper into which any person is required to descend; or
- Erection and placement of scaffolding, vertical shoring or false work intended to be more than 36 feet high when completed.

Exceptions: The regulations do not apply to governmental bodies, public utilities, construction of trenches or



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excavations for the purpose of performing emergency repair work to underground facilities, and excavation for graves or swimming pools.

Applying for Permits

Project permit applications are submitted to the district office that has jurisdiction over the site of the project. Annual permit applications are submitted to the district office where the employer's California headquarters is located. The addresses and telephone numbers of district offices may be found on the Cal OSHA poster.

All Permit applications shall include the following:

- (A) The applicant's business name, business address, telephone number, fax number, and if applicable, the applicant's email address.
- (B) The name of the applicant's representative and that representative's contact telephone number(s).
- (C) A valid and applicable license number issued by the California Contractors State License Board, if applicable.
- (D) An attached copy of a current policy, binder or other proof of workers' compensation insurance, if applicable.
- (E) An attached check or money order for the permit fee.
- (F) A certification from the applicant's representative that he or she has knowledge of the applicable occupational safety and health standards and will comply with such standards and any other lawful orders of the DOSH.
- (G) A description of the conditions, practices, means, methods, operations or processes used or proposed to be used by the applicant to provide a safe and healthful place of employment.

In addition, an application for a project permit shall include the following information:

- (A) A jobsite telephone number.
- (B) The specific jobsite location, including street address or cross streets.
- (C) The anticipated start date and date of completion.
- (D) The activity to be covered by the permit and a description of the activity in sufficient detail to allow an effective evaluation of the safety of the proposed project.

Each applicant for a permit to erect, climb, or dismantle a fixed tower crane, shall, in addition to providing the information required above, certify that:

A DOSH-licensed tower crane certifier or surveyor or safety representative for the distributor or manufacturer of the fixed tower crane will be present during erection, climbing, and dismantling operations to assure that such processes and operations are performed in accordance with manufacturer recommendations and applicable standards or orders.

The guidelines provided in this bulletin are only intended to provide an overview of some of the more important steps that can be taken by management to establish a safe workplace. The guidelines are not considered exhaustive of all measures and controls that can be implemented by management to address all potential loss or injury producing causes. Ultimately it is the responsibility of management to take the necessary steps to provide for employee and customer safety. It is not intended as an offer to write insurance for such conditions or exposures. The liability of Republic Indemnity Company of America and its affiliated insurers is limited to the terms, limits and conditions of the insurance policies underwritten by any of them. © 2022 Republic Indemnity of America, 4500 Park Granada, Suite 300, Calabasas, CA 91302.