



Regional Transit

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

Administrative Offices
1400 29th Street
Sacramento, CA 95816
916-321-2800

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

Human Resources
2810 O Street
Sacramento, CA 95816
916-556-0299

**Customer Service &
Sales Center**
1225 R Street
Sacramento, CA 95811

**Route, Schedule & Fare
Information**
916-321-BUSS (2877)
TDD 916-483-HEAR (4327)
www.sacr.com

Public Transit Since 1973

APPLICATION FOR PERMIT INSTRUCTIONS

Sacramento Regional Transit District (RT) is in receipt of your verbal/written request to access a portion of RT property. The purpose of your request is to allow your contractors to enter upon RT's property.

An application for permit is typically filed and processed prior to beginning any work within RT's right of way or ownership. A copy of our application for permit is enclosed for information. Although the form indicates an application for permit, this form is used for **any right of access request**.

RT usually requires a set of 8½ x 11 drawings that clearly indicate the location of the proposed work with respect to the centerline of our track and right of way boundary. **Also, a legal property description and plat map** may be needed for the contract agreement. A **Certificate of Insurance is required**. An application processing fee of **\$500** payable to Sacramento Regional Transit District is also required. 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. **Please email application for permit and drawings to sfultz@sacr.com**

Upon receipt of the document and drawings, we will be able to complete the permit process. If a Red Tag is required, a fee of **\$750** is required. If a Red Tag goes beyond the hours prescribed, fees could be up to **\$2,500** per lost Headway. If an RT Lookout is required for your project, a fee of **\$56.00** per person-per hour is required. 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 approval of all utility permits. You must schedule an appointment for OTS training at OTSTraining@sacr.com. If you have additional questions regarding safety, call Rob Hoslett, Senior Safety Specialist at (916) 321-3869.

Sub Contractors for the project must apply for an application for permit.

RT will process your application within ten (10) working days. **Please provide as much lead-time as possible to avoid any delays in meeting your scheduled deadlines.**

If you need additional information, I can be reached at (916) 556-0308.

Sincerely,

Sharon Fultz
Real Estate Administrator