



ENCROACHMENT PERMIT REQUIREMENTS

(Applicant must allow 15 working days to process, review, and issue permit if no revisions are required. Do not schedule any construction within this 15-day minimum windows)

THE FOLLOWING REQUIREMENTS SHALL BE MET PRIOR TO ISSUANCE OF AN ENCROACHMENT PERMIT FOR ANY WORK WITHIN THE PUBLIC RIGHT-OF-WAY:

- Encroachment Permit Application (Completed and Signed)**
- All contractors and sub-contractor must have a valid Class A General Engineering Contractor license and a City’s Business License to perform works in the public right-of-way.**

The following licenses are acceptable for the scope of work as described. All other class licenses will only be issued a permit upon approval by the Assistant City Engineer:

- *B General Building may perform incidental work as approved by the City Engineer.*
- *C8 Concrete Contractor may perform driveway approach and sidewalk project.*
- *C12 Earthwork and Paving Contractors may perform grading work.*
- *C16 Fire Protection Engineering Contractors may perform installation of fire service lines.*
- *C27 Landscaping Contractors may perform landscaping related work.*
- *C31 Construction Zone Traffic Control Contractor for traffic control.*
- *C32 Parking and Highway Improvement Contractors may perform parking lot pavement work including installation of protective vehicle signage and/or device.*
- *C34 Pipeline Contractor may perform water and gas line work including trenching, compacting and surface paving.*
- *C36 Plumbing Contractors be allowed to perform sewer line work in the public right-of-way.*
- *C42 Sanitation System Contractors may perform sanitary sewer line work including trenching, compacting and surface paving. Under no circumstance shall the*
- *C57 Water Well Drilling Contractor may perform installation and repairs of water wells and pumps by boring, drilling, excavating, casing, cementing and cleaning to provide a supply of uncontaminated water.*

- Certificate of Insurance**
 - General liability, automobile liability, and worker’s compensation of single coverage of \$1,000,000 minimum.
 - *General liability and automobile liability policies shall include the following statement:
 “The City, its officers, officials, employees and agents are to be covered as additional insured as respects, liability arising out of activities performed by or on behalf of the permittee, products and completed operations of the permittee. The premises owned, occupied or used by the permittee; or automobiles owned, leased, hired or borrowed by the permittee. The coverage shall contain no special limitation on the scope of protection afforded to the City, its officers, officials, employees, or agent.”*
- Verification of Coverage or Endorsement Letter** from the insurer to certify that all the City, its officers, officials, employees, and agents are included in the general and automobile policy and that the worker’s compensation is covered.
- 2 Sets of Construction Plans** that shows right-of-way, public easements, all existing and proposed features in the public right-of-way including but not limited to sewers system, water meter and pipeline, survey monuments, fire hydrant, street lights, electric poles, traffic signal pole, etc. with full dimensions.
- 2 Sets of Traffic Control Plans** complied with CA MUTCD standards and specifications.
- Permit Fee/Deposit Check** (See minimum deposit requirements below)

| Est. Construction Cost For Public Improvements | Project Type Examples | Fee/Deposit |
|--|---|---|
| \$4,000 or less | Driveway approach, sidewalk, public water meter installation, soil boring, potholing, etc. | \$461 (Fee) |
| \$4,000 to \$40,000 (*) | Installation of utilities including but not limited to: Water, Sanitary Sewers, Storm Drain, Fiber Optics, Telephone/Cable Conduits, etc. | \$4,000 (Minimum Deposit) |
| \$40,000 or more (*) | Major development projects associated with planning or building permit application. | 10% of Total Construction Cost Estimate (Minimum Deposit) |

- (*) Private Job Account Processing Form** (If the est. construction cost for public improvements is more than \$4,000) Required if the applicant does not have an existing PJA with the City or if the applicant needs to open a new account.
- Permit or Approval from Other Agencies/Stakeholders** if the scope includes works within other agencies or stakeholders’ right-of-way.
- Encroachment Agreement** (Only apply to telecommunication service companies that do not have an existing service agreement to work within the City.)