

Please submit to the Engineering Department (805)773-4656
For questions or submittal of requirements email mkacsinta@pismo-beach.org



**ENCROACHMENT PERMIT APPLICATION
ENGINEERING DIVISION**



ADDRESS OF PROJECT LOCATION: _____

OWNER: _____

ADDRESS: _____

CITY/STATE/ZIP: _____

CONTACT PERSON: _____ **TELEPHONE#:** _____

Please circle type of telephone: Cell / Office / Home

CONTRACTOR: _____

ADDRESS: _____

CITY/STATE/ZIP: _____

CONTACT PERSON: _____ **TELEPHONE#:** _____

Please circle type of telephone: Cell / Office / Home

CONTRACTOR LICENSE #: _____ **LICENSE TYPE:** _____

CONTRACTOR LICENSE EXPIRATION: _____

CITY BUISNESS LICENSE #: _____

START DATE: _____ **END DATE:** _____ **USA #:** _____

DESCRIPTION OF WORK: _____

ENCROACHMENT PERMIT SUBMITTIAL CHECKLIST (to be filled out by City Employee)

All of the following items must be submitted prior to issuance of encroachment permit:

- Application (All information completed)
- Permit Fee of \$199 (Surface) or \$436 (Subsurface) or \$62 (minor; not requiring inspection)
- Security Deposit Bond (See back for prices) \$ _____
- USA Number
- Start and End Date of Project (This may be updated at a later date if necessary)
- Proof of Liability Insurance in the amount of \$1,000,000.00 naming the City of Pismo Beach as additionally insured
- Liability Insurance endorsement sheet
- State Contractors License Number and Expiration
- Business License with the City of Pismo Beach (Annual Fee Contact Finance Dept.) (One-time Fee \$11)
- Traffic Control Plan/Pedestrian Control Plan
- Signature of Applicant or Contractor stating that they have read "The Permit" statement under the general provisions and understand the permit requirements.



ENCROACHMENT PERMIT REQUIREMENTS & INSPECTIONS



REQUIREMENTS

1. Encroachment Permit Requiring Inspections: Fee \$199 (Surface); \$436 (Subsurface)
Encroachment Permit Not Requiring Inspections: Fee \$62
2. Security Bond (See dollar amounts specified below)
3. USA Number
4. Start and End State of Project (This may be updated at a later date if necessary)
5. Proof of Liability Insurance in the amount of \$1,000,000 naming the City of Pismo Beach as additionally insured with endorsement sheet attached.
6. State Contractors License Number and Expiration Date.
Contractors may only perform work in which their license specializes
General (A: Any Work); Concrete (C-8); Earthwork and Paving (C-12);
Parking and Highway Improvement (C-32); Pipeline (C-34)
7. A Business License with the City of Pismo Beach.
8. Traffic Control Plan/Pedestrian Control Plan.
9. Signature of Applicant or Contractor stating that they have read "The Permit" statement under the general provisions and understand the permit requirements.

CALL FOR AN INSPECTION:

24 Hour Advance Notice for all Inspections **(805)773-4656**

ALL WORK MUST CONFORM TO CITY STANDARD DRAWINGS – Ask for a copy today!

- Notification once traffic control is set up
- Prior to placement of dumpster/storage container in street
- Upon removal of dumpster/storage container in street
- Prior to backfill in trench
- Prior to Water Main connection
- Prior to Sewer Man connection
- Prior to Asphalt/Concrete pour (95% compaction test or 2 sack slurry report due at this time)
- Prior to Concrete pour (95% compaction test due at this time; rebar set)
- Prior to completion of work for Final Inspection
- 30 after Final Inspection for Bond Release Inspection

SECURITY DEPOSITE BONDS REQUIRED*

All bonds subject to release 30 days after final inspection

(Contractor/Owner responsible for calling **(805)773-4656** for a bond release inspection)

Minor Encroachment Permits

Minimum Bond = \$500.00

Surface Encroachment Permits

Minor Sidewalk = \$1,000 (<20')

Major Sidewalk = \$1,500 (>20')

Unimproved City Right-of-Way = \$1,000

Driveway Approach (<16') = \$1,500

Drive Approach (>16') = \$1,500 + \$50 / per foot over 16'

Subsurface Encroachment Permits

Water (up to 2 inches) or Sewer Lateral (up to 4 inches) = \$2,500

Water Main (over 2 inches) or Sewer Main (over 4 inches) = \$5,000.00

Street Crane = \$1,000.00 minimum