

## **Encroachment Permit Procedure**

**Complete and sign the application for an ENCROACHMENT PERMIT available at the Engineering Public Counter in Room 117 at City Hall 501 Poli Street, Ventura CA 93001. Forms and instructions also available online at [Cityofventura.ca.gov](http://Cityofventura.ca.gov) Home/Government/Departments/Public Works/Land development Engineering/Forms, Permits, Documents/Encroachment Permits**

### **Successful completion of an Encroachment Permit Application includes:**

1. Provide applicant's name and address on the permit.
2. Submit scale drawings, sketch or written description and limits of work to be completed in City right-of-way or City easement.
3. Provide Name, City Business License number and State Contractors License number for each contractor working within the City right-of-way or City easement.
4. Provide Certificate of Insurance with Endorsements (see handout of City Requirements) for each contractor working within the City right-of-way or City easement. Qualifying Owner/Builder may substitute a copy of their homeowner's insurance policy (\$300,000 minimum liability) in lieu of general liability insurance.
5. Contractors working within the City right-of-way or City easement are required to have either a Class A, C-12 or C-34 license. C31 may perform traffic control services when there is no physical construction to the City right-of-way or City easement.
6. A contractor with a Class C-36 license may work in the City right-of-way or City easement in conjunction with a Class A, C-12 or C-34 to complete street paving.
7. Submit a traffic control plan for City Traffic Engineering approval. There is a fee for review and approval. Allow time for them to visit the site as part of their review. If you do not have an approved traffic control plan, a permit will not be issued.
8. Pay the encroachment fee (amount to be determined based on the amount and type of work intended). Make check payable to: **City of Ventura**. Credit Cards accepted at the Public Works Land Development Counter.
9. When all of the above are acceptable, we will assign an Encroachment Permit number, sign the permit and issue a copy to you and forward the original to our inspector.
10. Before beginning work, read all attached conditions of the Encroachment Permit, 24 hours prior to beginning work, call Land Development Inspector at (805) 654-7767 to request a pre-construction meeting.
11. Maintain permit on site for duration of construction.