



**City of Elk Grove
Encroachment Permit Application**

8401 Laguna Palms Way • Elk Grove, CA 95758
Phone (916) 478-2256 • E-mail: epermitsline@elkgrovecity.org
www.elkgrovecity.org

Permit Number

USA
Phone No. (800) 277-2600 or
call 811

PERMITTEE INFORMATION
(TO BE COMPLETED BY PERMITTEE, PLEASE PRINT)

PERMIT TYPE: MAJOR MINOR (Residential Owner)

LOCATION OF WORK OR PROJECT (ADDRESS)

ASSESSOR'S PARCEL NUMBER

PERMITTEE / BILLING INFORMATION

PERMITTEE CONTACT NAME

ADDRESS

CITY / STATE / ZIP

PHONE NUMBER / EMAIL

I hereby acknowledge that I have read, understand and agree to the terms and conditions of this encroachment permit application.

PERMITTEE SIGNATURE

DATE

CONTRACTOR INFORMATION

CONTRACTOR PERFORMING WORK

CONTRACTOR CONTACT NAME

ADDRESS

CITY / STATE / ZIP

PHONE NUMBER / EMAIL

CONTRACTOR'S LICENSE NO.

CLASS

ELK GROVE BUSINESS LICENSE NO.

I hereby acknowledge that I have read, understand and agree to the terms and conditions of this encroachment permit application.

CONTRACTOR SIGNATURE

DATE

DESCRIPTION OF CONSTRUCTION*: _____

*Must include detailed description of planned work and limits of work.

PROPOSED START / END DATE: _____

ESTIMATED TOTAL COST OF RESTORATION OF PUBLIC/HIGHWAY FACILITIES: _____



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SUBMITTAL CHECKLIST

All items listed below shall be included in application submittal unless otherwise noted. Incomplete application submittals will not be reviewed. Additional information regarding the various submittal items can be found in the Encroachment Permit General Provisions.

- | | |
|--|--|
| <input type="checkbox"/> Complete Application Signed by Permittee and Contractor | <input type="checkbox"/> General Permit Deposit/Fee (\$2,000 Major / \$250 Minor) |
| <input type="checkbox"/> One (1) set of Detailed Plans / Exhibits | <input type="checkbox"/> Trench Cut Restoration Fees ² |
| <input type="checkbox"/> One (1) set of Traffic Control Plans & Traffic Control Submittal Packet ¹ | <input type="checkbox"/> Water Pollution Control Plan (<1 acre disturbed) or Storm Water Pollution Prevention Plan (≥ 1 acre disturbed). |
| <input type="checkbox"/> Signed Encroachment Permit General Provisions | <input type="checkbox"/> Certificate of Insurance and Additional Insured |
| <input type="checkbox"/> Right of Entry Agreement ³ for Other Local Agencies and/or Private Property Owners | <input type="checkbox"/> Performance Deposit ⁴ |
| | <input type="checkbox"/> Material Submittals/Certificate of Compliance ⁵ |
| | <input type="checkbox"/> Business Card and Letter of Authorization ⁶ |

¹ Required for any encroachment into a traffic lane, shoulder, sidewalk, or bicycle lane requiring a traffic control plan.

² Required for excavation in a paved City street. See City's current Development Fee Booklet and COEG Municipal Code Section 12.09.030.

³ Required for work outside of City right-of-way

⁴ Required unless waived by Director. Not required for Minor Permits.

⁵ Required for all materials used for installing/restoring/repairing City owned infrastructure

⁶ Required for Applicant submitting permit documents on behalf of project owner

APPROVAL

(TO BE COMPLETED BY CITY STAFF)

FEES

PERMIT FEE/DEPOSIT \$ _____

PERFORMANCE DEPOSIT REQUIRED (Y/N)? _____

TRENCH FEE \$ _____

DEPOSIT TYPE: _____

TOTAL PERMIT FEE/DEPOSIT \$ _____

PERFORMANCE DEPOSIT \$ _____

INSPECTION

COMMENTS: _____

INSPECTOR'S NAME/SIGNATURE

PRE-CONSTRUCTION MEETING DATE

PERMIT ISSUED BY (PRINT NAME): _____

DATE: _____

SIGNATURE: _____

PERMIT COMPLETION/ACCEPTANCE DATE: _____

WARRANTY END DATE: _____