



ENCROACHMENT PERMIT APPLICATION FORM

DATE: _____

NAME OF APPLICANT: _____

PHONE: _____

ADDRESS _____

PROPERTY OWNER'S NAME: _____

PHONE: _____

ADDRESS _____

LOCATION AND DESCRIPTION OF WORK (Drawing Required): _____

DESIRED STARTING DATE OF WORK: _____

ESTIMATED COMPLETION DATE OF WORK: _____

CONTRACTOR / PERSON IN CHARGE OF WORK: _____

PHONE: _____ (DAY) _____ (NIGHT)

BUSINESS TAX RECEIPT NO. (Contractors Only): _____

STATE LICENSE NO. (Contractors Only): _____

PERMIT PREPARATION FEE (NON-REFUNDABLE)\$117.40
Paid at the time application is submitted.

Return completed *Encroachment Permit Application Form* along with a Drawing of the work and Certificate of Insurance, including amendatory endorsement(s), to the Engineering Division for permit review, determination of fees, and processing.

After a complete Application has been received allow at least three (3) working days for processing. If you have any questions concerning your Encroachment Permit Application please call the Engineering Division at 875-8269.