



# City of Emeryville ENCROACHMENT PERMIT

Department of Public Works

**KEEP COPY OF PERMIT ON SITE**

Email application and plans to: [encroachment-permit@emeryville.org](mailto:encroachment-permit@emeryville.org)

Submit: ☐ COI ☐ City Business License ☐ Plans, TCP

**APPLICANT (COMPANY)** \_\_\_\_\_

**CONTACT PERSON** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_

**PHONE** \_\_\_\_\_

**EMAIL\*** \_\_\_\_\_

\*Issued permit will be emailed to Applicant as a PDF

**PROPERTY OWNER** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_

**PHONE** \_\_\_\_\_

**EMAIL** \_\_\_\_\_

**CONTRACTOR DOING WORK** \_\_\_\_\_

**CONTACT PERSON** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_

**PHONE** \_\_\_\_\_

**EMAIL** \_\_\_\_\_

**CSLB LICENSE NO.** \_\_\_\_\_ **CLASS** \_\_\_\_\_

**ESTIMATED START DATE** \_\_\_\_/\_\_\_\_/20\_\_\_\_

**ESTIMATED END DATE** \_\_\_\_/\_\_\_\_/20\_\_\_\_

**VALUATION OF PROPOSED WORK:** \$ \_\_\_\_\_

**DURATION OF IMPACT TO PUBLIC RIGHT-OF-WAY** \_\_\_\_\_ DAY(S)

**SITE ADDRESS / LOCATION OF WORK** \_\_\_\_\_

**PURPOSE FOR ENCROACHMENT PERMIT:** (check one)

☐ Major Utility (PG&E or EBMUD) ☐ Telecom/Data Service Installation/Maintenance ☐ Temp No Parking (Moving / Storage Pod)

☐ Minor Construction / Traffic Control in Public Right-of-Way – by Property Owner (Residence/Business)

☐ Conditional Public Improvements / Private Development Project Name: \_\_\_\_\_

☐ Other: \_\_\_\_\_

**DESCRIPTION OF PROPOSED WORK WITHIN CITY RIGHT-OF-WAY** (attach supplemental pages as needed)

## ENCROACHMENT DECLARATION:

The City's Standard Provisions to the Encroachment Permit are incorporated by reference. By signing below, I hereby acknowledge that I have read, acknowledge, and agree to the terms and conditions of the City's Standard Provisions, including Paragraph 13 waiver and release.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

**~ PLEASE SEE SECOND PAGE ~**

## ~ FOR CITY USE ONLY ~

Permit No. **ENC20** \_\_\_\_\_ - \_\_\_\_\_ Issue Date \_\_\_\_\_

Permit Administrative Fee.....\$ 236.00

"No Parking" Signs ( \_\_\_\_ x \$4).....\$ \_\_\_\_\_

Long Term Permit Fee ( \_\_\_\_ mos. x \$147).....\$ \_\_\_\_\_

Permit Inspection, 2hr min ( \_\_\_\_ hrs x \$211.00).....\$ \_\_\_\_\_

Arborist Recovery Estimate

(\$150/hr; \$250 1<sup>st</sup> tree eval report + \$25/add'l tree)....\$ \_\_\_\_\_

Other Fee .....\$ \_\_\_\_\_

(account # \_\_\_\_\_)

Other Fee .....\$ \_\_\_\_\_

(account # \_\_\_\_\_)

Required Security Deposit: ☐ waived for low-risk permits

☐ \$1,000 cash (101-2050).....\$ \_\_\_\_\_

☐ \$10,000 Bond..... Bond # \_\_\_\_\_

100% Performance Bond # \_\_\_\_\_, Value \$ \_\_\_\_\_

Tree Protection Bond # \_\_\_\_\_, Value \$ \_\_\_\_\_

(total tree value x 3 + \$10,000) (251-2025)

**TOTAL PAYMENT REQUIRED \$** \_\_\_\_\_

Check # \_\_\_\_\_ Amt. Received \$ \_\_\_\_\_

Receipt # \_\_\_\_\_ Date \_\_\_\_\_

☐ Business License ☐ Certificate of Insurance ☐ \$1m Poll Prev (if req'd)

14101014 4050-58370

**CURRENT CITY BUSINESS LICENSE NO.** \_\_\_\_\_

**REQUIRED INSURANCE:** City of Emeryville must be listed as  
Certificate Holder and Additional Insured  
Min Limits: \$1m Gen Occ; \$2m Gen Agg  
\$1m Auto; \$1m Workers Comp

To request reimbursement of the security deposit, submit a copy of this permit with signed FINAL INSPECTION to City of Emeryville, Public Works Department – Engineering. You may provide a hardcopy or email a scanned copy to [encroachment-permit@emeryville.org](mailto:encroachment-permit@emeryville.org) for Final Approval. Failure to obtain Final Approval of the work covered by this Encroachment Permit within one (1) year of the estimated end date shall result in the loss of the security deposit which shall be retained by the City of Emeryville.

If reimbursement is applicable and approved, indicate: Mail check to: ATTN: \_\_\_\_\_

Check payable to: \_\_\_\_\_ Address: \_\_\_\_\_

FOR CITY USE ONLY

► DO NOT PLACE SIGNS IN BIKE LANE OR SIDEWALK AREAS

► CALL FOR INSPECTION BEFORE STARTING WORK: 650-452-0930

PERMIT CONDITIONS / REMARKS: \_\_\_\_\_

PROVIDE 48-HOUR NOTICE PRIOR TO START OF WORK: [pwinspections@emeryville.org](mailto:pwinspections@emeryville.org)

- ☐ Contact Transit Agencies: ☐ Emery Go-Round Shuttle Service: 510-451-3862
- ☐ AC Transit: 510-891-4777, [www.actransit.org/construction-event-notification](http://www.actransit.org/construction-event-notification)
- ☐ Amtrak, Emeryville Station: 800-872-7245
- ☐ Post "Temporary No Parking" signs 72 hours in advance. Notify Police (510-596-3700) once signs are posted.
- ☐ TRAFFIC CONTROL on \_\_\_\_\_ permitted only between the hours \_\_\_\_\_ and \_\_\_\_\_.
- ☐ on \_\_\_\_\_ permitted only between the hours \_\_\_\_\_ and \_\_\_\_\_.
- ☐ Provide CONSTRUCTION SCHEDULE 5 days prior to start of work.
- ☐ COMMUNITY NOTIFICATION required: \_\_\_\_\_
- ☐ As-Built Plans as GIS shapefiles required
- ☐ NOTIFY POLICE (510-596-3700) AND FIRE (510-632-3473) 24 HOURS IN ADVANCE OF ANY ROAD CLOSURES.

THIS PERMIT EXPIRES ON \_\_\_\_\_, 20\_\_\_\_\_.

☐ REVISED: Expiration date \_\_\_\_/\_\_\_\_/\_\_\_\_ APPROVED BY \_\_\_\_\_ DATE \_\_\_\_\_

The Standard Provisions to the Encroachment Permit and the City Standard Details are incorporated into this permit by reference and are available online at [emeryville.org/publicworks](http://emeryville.org/publicworks). This permit is to be strictly construed and no work other than what is specifically stated herein is authorized.

APPROVED \_\_\_\_\_, ☐ Public Works Director  
☐ Senior Civil Engineer DATE \_\_\_\_\_  
☐ Associate Civil Engineer

FINAL INSPECTION \_\_\_\_\_ TOTAL HRS \_\_\_\_\_ DATE \_\_\_\_\_  
Public Works Inspector

FINAL APPROVAL \_\_\_\_\_, ☐ Public Works Director  
☐ Senior Civil Engineer DATE \_\_\_\_\_  
☐ Associate Civil Engineer