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**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 93003.**

**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 city street or easement.
4. Provide Certificate of Insurance with Endorsement (see handout of City Requirements) for each contractor working within city street or 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 in the City street are required to have either a Class A, C-12 or C-34 license.
6. A contractor with a Class C-36 license may work in the street in conjunction with one of the above 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 don't 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 work intended). Make check payable to: **City of Ventura**.
9. When all of the above are acceptable, we will assign an Encroachment Permit number, sign the permit and issue the pink copy to you and forward the original to our inspector.
10. Before beginning work, read all attached conditions of the Encroachment Permit, and 24 hours prior to beginning work, call Land Development Inspector, Frank Benavidez at (805) 218-4111 (cell), to request a pre-construction meeting.
11. Maintain permit on site for duration of construction.