



City of El Centro
 Engineering Division
 1275 West Main Street
 El Centro, CA 92243
 (760) 337-5182
 (760) 337-3856 - FAX

Encroachment Permit Application

FORM
 ED-001
 JANUARY 2013

CITY OF EI CENTRO

MUST BE FULLY COMPLETED BY APPLICANT. INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.

1. Project Address/Location: <i>Include Building or Suite No.</i> Address: _____, El Centro, CA 92243	Project No. For City Use Only ENCR-
2. Project Title: <i>(if applicable)</i>	Assessor's Parcel Number:
3. Brief Project Description: Start Date: _____ End Date: _____	
4. Site Plan: Applicant is required to provide a site plan showing the extents of work, dimensions, depths, materials and adjacent structures. Is a Site Plan attached to this application? <input type="checkbox"/> Yes <input type="checkbox"/> No	
5. Traffic Control: If project will require sidewalk closure or partial or complete road closure, a traffic control plan must be provided with this application. Is traffic control required for this work? <input type="checkbox"/> No <input type="checkbox"/> Yes, Traffic Control Plan is attached	
6. Insurance: Proof of General Liability Insurance (GLI) listing the City of El Centro and its employees as an additional insured is required. Is a copy of GLI attached to this application? <input type="checkbox"/> Yes <input type="checkbox"/> No, this is minor residential work, I have attached a copy of my home insurance policy.	
7. Property Owner/Lessee Tenant Name: <i>Check one</i> <input type="checkbox"/> Owner <input type="checkbox"/> Lessee or Tenant Name: _____ Telephone: _____ Fax: _____	
Address: _____ City: _____ State: _____ Zip Code: _____ E-mail Address: _____	
8. Permit Holder Name – This is the property owner, person or entity that is granted authority by the property owner to be responsible for scheduling inspections, receiving notices of failed inspections, permit expirations or revocation, who has the right to cancel the approval, and is the emergency contact during after hours (in addition to the property owner): Name: _____ Telephone: _____ Cell phone: _____ Fax: _____	
Address: _____ City: _____ State: _____ Zip Code: _____ E-mail Address: _____	
9. Licensed Design Professional (if required): (check one) <input type="checkbox"/> Architect <input type="checkbox"/> Engineer License No.: _____ Name: _____ Telephone: _____ Fax: _____	
Address: _____ City: _____ State: _____ Zip Code: _____ E-mail Address: _____	
10. Notice of Violation – If you have received a Notice of Violation, a copy must be provided at the time of project submittal. Is there an active code enforcement violation case on this site? <input type="checkbox"/> No <input type="checkbox"/> Yes, copy attached Notice: The City reserves the right to revoke any Encroachment Permit at any time if any of the terms of this permit are violated. Please allow two (2) days minimum for approval of submittal. Engineering Division must be notified twenty-four (24) hours in advance of required inspections. Each Encroachment Permit is effective for a period of thirty (30) days unless otherwise approved by engineer. Permits may be renewed an additional thirty (30) days if approved by the Engineering Division. General Provisions: This application is subject to the Encroachment Permit General Provisions. A copy of the General Provisions is available at this department and will be attached with the approved permit. By signing this application, you agree to comply with the General Provision's requirements. Processing Fee: One hundred eighty-eight dollars (\$188), made payable to the City of El Centro. May be waived for non-profit organizations and government entities. Applicant's Signature: I certify that I have read this application and state that the above information is correct, and that I am the property owner, authorized agent of the property owner or other person having a legal right, interest or entitlement to the use of the property that is the subject of this application. I understand that the applicant is responsible for knowing and complying with the governing policies and regulations applicable to the proposed development or permit. The City is not liable for any damages or loss resulting from the actual or alleged failure to inform the applicant of any applicable laws or regulations, including before or during final inspections. City approval of a permit application, including all related plans and documents, is not a grant of approval to violate any applicable policy or regulation, nor does it constitute a waiver by the City to pursue any remedy which may be available to enforce and correct violations of the applicable policies and regulations. I authorize representatives of the City to enter the above-identified property for inspection purposes.	
Signature: _____ Date: _____	