



Email application to: encroachment-permit@emeryville.org
Or submit at City Hall, 1333 Park Ave: 9 am - 12 pm; 1 pm - 4 pm

APPLICANT (COMPANY) _____

CONTACT PERSON _____

ADDRESS _____

PHONE _____

EMAIL* _____

*Issued permits may be sent to Applicant's email address as a PDF

PROPERTY OWNER _____

ADDRESS _____

PHONE _____

EMAIL _____

CONTRACTOR DOING WORK _____

CONTACT PERSON _____

ADDRESS _____

PHONE _____

EMAIL _____

LICENSE NO. _____ CLASS _____

ESTIMATED START DATE ____/____/20____

ESTIMATED END DATE ____/____/20____

DURATION OF CONSTRUCTION / TRAFFIC CONTROL ____ DAY(S)

SITE ADDRESS / LOCATION OF WORK _____

PURPOSE FOR ENCROACHMENT PERMIT:

- Major Utility (PG&E or EBMUD) Telecom/Data Service Installation/Maintenance Moving Van / Storage Pod
- Minor Construction / Traffic Control in Public Right-of-Way – by Property Owner (Residence/Business)
- Conditional Public Improvements / Private Development Project Name: _____
- Other: _____

FULLY DESCRIBE PROPOSED WORK WITHIN CITY RIGHT-OF-WAY (attach supplemental pages as needed)

Email application and plans, if applicable, to encroachment-permit@emeryville.org unless hardcopies are requested.

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 READ SECOND PAGE ~

~ FOR CITY USE ONLY ~

Permit No. **ENC20** _____ - _____ Issue Date _____

Permit Administrative Fee.....\$ 207.00

"No Parking" Signs (____ x \$4).....\$ _____

Long Term Permit Fee (____ mos. x \$129).....\$ _____

Permit Inspection, 2-hour min (____ hrs x \$170)....\$ _____

Arborist Recovery Estimate
(\$150/hr; \$250 1st tree eval report + \$25/add'l tree)....\$ _____

Other Fee _____ \$ _____
(account # _____)

Other Fee _____ \$ _____
(account # _____)

Required Security Deposit:

\$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)

- Yes No **CURRENT CITY BUSINESS LICENSE ON FILE**
- Yes No **PROOF OF INSURANCE**
COE listed as additional insured and Certificate Holder
Min Limits: \$1m Gen Occ; \$2m Gen Agg;
\$1m Auto; \$1m Workers Comp

14101014 4050-58370

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 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

▶ CALL FOR INSPECTION BEFORE STARTING WORK: 707-494-9510

PERMIT CONDITIONS / REMARKS: _____

PROVIDE 48-HOUR NOTICE PRIOR TO START OF WORK: encroachment-permit@emeryville.org

- Contact Transit Agencies:
 - Emery Go-Round Shuttle Service: 510-451-3862
 - AC Transit: 510-891-4777, detours@actransit.org
 - 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 required – GIS shapefiles (preferred) or AutoCAD
- 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. 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