



Email application to: encroachment-permit@emeryville.org

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

ESTIMATED END DATE

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
Conditional Public Improvements / Private Development Project Name
Other

FULLY DESCRIBE PROPOSED WORK WITHIN CITY RIGHT-OF-WAY

Large empty box for describing proposed work.

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 section containing permit details, fees, and bonds.

Vertical ID number: 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](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

**▶ CALL FOR INSPECTION BEFORE STARTING WORK: 650-452-0930**

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

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**PROVIDE 48-HOUR NOTICE PRIOR TO START OF WORK:** [encroachment-permit@emeryville.org](mailto:encroachment-permit@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 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](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