

## City of Lemon Grove



### Instructions for Encroachment Permit Application

The following are guidelines for completing the Encroachment Application. The instructions are divided/referenced by each section of the application.

1. **Permit Type:** Select the permit type. A Major type of permit requires the use of more than 500 square feet. All others are Minor type permits.
2. **Project Address and Location Description:** In this area list the specific street address or address range for the proposed work. Provide a brief description of the work, i.e. "north end of property near driveway".  
**Description of Work to be done:** Describe the work to be performed, provided dimensions and standards, i.e. "Install 14 foot by 5 foot driveway per RSD G-14C".  
**Dig Alert #:** Contact the Underground Service Alert at TOLL FREE: 1-800-422-4133. Describe the work, location and request mark out services. Please note your Dig Alert number on your application.  
  
**NOTE:** Some encroachments may require an Encroachment Removal and Maintenance Agreement. These agreements are typically reserved for non-standard encroachments that remain in the Right-Of-Way at the completion of work.
3. **Property Owner:** List the Property Owner's name, address, telephone, and fax number if applicable.
4. **Applicant Information:** If you are the property owner or the licensed contractor for this project, ignore this section. If you are an agent for the property owner or and agent for the contractor, complete the information requested in this section.
5. **Engineer/Architect/Designer Information:** List the name, address, telephone, and fax number of the engineer or architect that prepared the plans, specifications and drawings for this project.
6. **Contractor Information:** If a contractor has been selected to perform the work authorized by this permit, please provide the contractor information as shown. List the contractor name, address, State of California License number and class, and City of Lemon Grove Business License number. The contractor is required to sign the "Declaration" statement shown on the form.
7. **General Liability Insurance Information:** Provide the requested insurance information: insurance company, policy number, policy expiration date. A certificate of Liability Insurance with the appropriate endorsements must also accompany this form. Note: All insurance must be current and active at the time the permit is issued and must remain current and active during all phases of the construction projects.
8. **Application Signature:** Please read the statement and sign the application accordingly.

## ENGINEERING DEPARTMENT

3232 Main Street  
Lemon Grove, CA 91945  
619-825-3810 619-825-3818 Fax



## ENCROACHMENT PERMIT APPLICATION CHECKLIST

Please provide the following items with the Encroachment application:

- A brief description and dimension plan or diagram of the proposed encroachment
- A completed application showing all of the following:
  1. Contractor's State License number, class, and expiration date
  2. Contractor's Lemon Grove Business License number
  3. Dig Alert number for the project
- A copy of Liability Insurance Certificate showing a minimum of \$1,000,000 coverage listing the City of Lemon Grove as additionally insured
- Traffic Control Plan showing traffic control measures required for your permit
- Permit fees are to accompany the application:

If the encroachment requires less than 500 square feet of Right-of-Way - Minor Permit - \$350

If the encroachment requires more than 500 square feet of Right-of-Way - Major Permit - \$750

If the encroachment is a trash roll-off container, vehicle counters, or minor maintenance - Special Permit - \$50

**Submissions may be made in person to the Engineering Department located at City Hall or mailed to the City of Lemon Grove, Attn: Engineering Department, 3232 Main Street, Lemon Grove, Ca 91945**

### TYPICAL INSPECTION INFORMATION

The following are the minimally required inspections. If more inspections are required during the construction, arrangements must be made with the inspector. Please call 619-454-1272 at least 48 hours prior to the needed inspection. Inspection hours are typically Monday-Thursday, 7:00AM - 5:00PM. Alternative days and times can be made by request and fee payment. At the time the permit is issued you will be informed of the necessary inspections.

**Pre-Construction Inspection (optional):** If requested, during this inspection, the contractor will explain the planned course of construction. The inspector will describe the inspections required and what is expected at each inspection. This is usually done before any work has commenced.

**Forms/Pre-connection Inspections:** This inspection is typically performed after all concrete forms are in place and ready to receive the concrete. For sewer installations, this inspection is performed when the sewer main is exposed and the connection saddle is on site, but prior to the connection. After the connection is made and demonstrated to be free of leaks, the inspector will authorize the backfilling of the area.

**Final Inspection:** This inspection is performed after the area has been restored to its final, acceptable condition. This includes all of the applicable backfilling of trenches, paving of the streets, removal of forms, and compacting of any loose soils. Submittals may be required prior to the final inspection. If required this will be determined during your project review. All required submittals must be reviewed and approved prior to final inspection request.

If you have any questions regarding this process or requirements, contact Engineering at 619-825-3810



**City of Lemon Grove**  
**Engineering Department**  
 3232 Main Street  
 Lemon Grove, CA 91945  
 (619) 825-3810  
 www.lemongrove.ca.gov

# Encroachment Application

*For City Use Only*  
**PERMIT #:**

**FEES PAID:**

**1. Permit Type:** Check appropriate box for type of permit needed. Separate building permit is required for retaining walls.  
 Minor Encroachment       Major Encroachment       Special Encroachment

**2. Project Address:**

**Location/Description:**

**Description of work to be done:**

**Dig Alert #:**

**3. Property Owner Name:**

Telephone:

Address:

City:

State:

Zip Code:

Fax Number:

**4. Applicant Information:**  Property Owner     Other Entitled Person  
**Name:**

Telephone

Address

City

State

Zip Code

Fax Number

**5. Engineer/Architect/Designer Name**

Telephone

Address

City

State

Zip Code

Fax Number

**6. Contractor Name:**

Telephone:

Address:

City:

State: CA

Zip Code:

Fax Number

State License No.

Ex. Date

Class

Lemon Grove Business License No.:

**Licensed Contractor's Declaration:** I hereby affirm that I am licensed by the state of California and that my license is in full force and effect.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**7. General Liability Insurance Company:**

Policy No.:

Expiration date:

**8. 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 I am 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.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_