



CITY OF ATASCADERO
PUBLIC WORKS DEPARTMENT
 6500 PALMA AVE., ATASCADERO, CA 93422
 (805) 470-3456

ENCROACHMENT PERMIT SUBMITTAL CHECKLIST

This checklist provides guidance for applicants regarding components that are required to be submitted with an Encroachment Permit Application.

Requirements		Notes	Type of Work in the Right of Way:			
			Driveway Construction/Replacement	Tree Work in Public Right of Way	Utility Work	Other
☐	Encroachment Permit Application: Including: - Contractor name, address, contact info, City of Atascadero Business License #, and Contractor's State License # - Any associated blanket or building permit number	- A valid Contractors State License is required. - The contractor must be licensed for the type of work to be performed. "A" Licensed General Engineering Contractors can perform all work in the public right-of-way. - A current City business license must be maintained. For information on obtaining a City business license, please contact the Community Development Department at 805-461-5035.	required	required	required	required
☐	Encroachment Permit Signatures	Include name, signature, and date on permit application (pages 1 & 3) and final permit.	required	required	required	required
☐	Contractor's Certificate of Liability Insurance (COLI)	Including at least \$1 million in General Liability coverage, and listing the City of Atascadero as the Certificate Holder.	required	required	required	*
☐	Stormwater and Water Pollution Control Plan	- May be required, depending on project. - Guidance available from Caltrans at: https://dot.ca.gov/programs/construction/storm-water-and-water-pollution-control	*	*	*	*
☐	Traffic and Pedestrian Control Plan	- A traffic and/or pedestrian control plan is required if the work with disrupt access. - Stock traffic control plans may be used, depending on the complexity of the work.	required	required	required	*
☐	Construction Plans	- These may include building plans, engineering plans, miscellaneous project plans, public improvement plans, and/or subdivision plans. - Construction plans must be submitted and approved prior to permit issuance. - Plans must show public Right-of-Way.	required	required	required	required
☐	Engineering Standards	- Encroachment permit work must conform to City Engineering Standards and Standard Specifications, unless alternate plans are approved. - Applicants should reference specific standards in their plan submittal, or the City will add this info to permit conditions.	required	required	required	required
☐	Tree Removal Permit	- Contact Community Development at 805-461-5035 to determine if a tree removal permit is required. - Permits or permission must be first granted by Community Development before an Encroachment permit may be issued.	NA	required	NA	NA
☐	Payment of Permit Fees		required	required	required	required

* May be required, depending on project. Contact Public Works: publicworks@atascadero.org or 805-470-3456.

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