



## CITY OF ARCADIA ENCROACHMENT PERMIT APPLICATION FOR OFF-SITE IMPROVEMENTS IN PUBLIC RIGHT-OF-WAY

Application form to be used for work that will be performed in the public right-of-way including, but not limited to traffic flow interference, excavation, driveway approach, curb & gutter, curb drain, sidewalk, street closure, construction bin, and sewer connection/sewer repair. All utility work performed by utility companies/subcontractors of utility companies to be applied for on separate utility permit application.

Applicant Name: \_\_\_\_\_ Email: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
Owner Name: \_\_\_\_\_ Email: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
\*Contractor: \_\_\_\_\_ Email: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
License No.: \_\_\_\_\_ Type: \_\_\_\_\_ Expires: \_\_\_\_\_  
Business License No.: \_\_\_\_\_

### Job Site Information

Location: \_\_\_\_\_  
Description of Work: \_\_\_\_\_  
\_\_\_\_\_

Date(s) of work to be scheduled: \_\_\_\_\_ Duration: \_\_\_\_\_

\*If a contractor is to perform the work, contractor information must be provided to the City prior to issuance of permit.

### PERMIT SUBMITTAL PROCESS:

1. Permit application and all additional documentation (see City requirements page) must be submitted to the City of Arcadia - Engineering Division for review prior to issuance of the encroachment permit. The City may request additional information, if necessary. Applicant shall submit via one of the following:  
Submit by E-Mail: [DSD@ArcadiaCA.gov](mailto:DSD@ArcadiaCA.gov)  
Submit in Person: City Hall (Engineering) – 240 W. Huntington Drive
2. If approved by the City, applicant will be notified by the City and will be required to pay to the City any and all fees and charges imposed upon the applicant by the City for purposes of this permit. Permit fees to be dependent on scope of work. Payment and permit issuance to occur in person at City Hall (Engineering).
3. Work authorized under the permit shall begin within 60 days of permit issuance. The permit shall become null and void if work is not commenced within that timeframe.



**CITY OF ARCADIA  
DEVELOPMENT SERVICES DEPARTMENT  
ENGINEERING DIVISION  
Encroachment Permit Issuance Requirements**

The following requirements must be met by contractor(s)/property owner(s) prior to issuance of permits authorizing encroachment of the public right-of-way:

**CONTRACTOR REQUIREMENTS**

1. **Valid City of Arcadia Business License.** The City's Business License Officer can be reached at (626) 574-5430 for further details.
2. **Valid Contractor's License (State of California issued).** Either Class A, C8, C27, C29, or C42.
3. **Insurance Requirements.** General Liability \$1,000,000; Automobile Liability \$1,000,000; Workers' Compensation and Employer's Liability \$1,000,000; and Additional Insured Endorsements to Insurance Policy form, or the like, must also be signed by contractor's insurance agent. The City of Arcadia must be named as additional insured.

**PROPERTY OWNER(S) REQUIREMENTS**

1. **Property owners MUST supply the City with a Certificate of General Liability Insurance for \$1,000,000 and an Additional Insured Endorsement BEFORE a permit will be issued.**
2. **Encroachment and Use of Public Property Permit Agreement.** The subject form must be filled out by legal property owner(s) and notarized. NOTE: Property owner(s) are subject to the same insurance requirements as Contractor(s).

**CONDITIONS OF APPROVAL**

The City Engineer will also require the following minimum conditions and restrictions:

1. The City's approved plans and permit(s) must remain on the job site for use by City personnel.
2. Regular construction hours are 7:00 am to 7:00 pm Monday through Saturday. Please refer to the Lane Closure Regulations page for special construction hours.
3. Permittee shall notify Underground Service Alert at (800) 422-4133 at least two (2) working days prior to any excavation.
4. Permittee shall notify the Public Works Inspector at (626) 254-2725 at least one (1) working day prior to start of work. Final inspection of the work authorized by this permit is also required.
5. Permits expire 60 days from date of issuance unless construction has begun.
6. **Construction Bin Permits** - Any bin placed on a City street overnight requires a permit. Bin(s) shall be placed a minimum of fifteen feet (15') from any driveway, a minimum of twenty feet (20') from the end of a street corner radius, and a minimum of fifteen feet (15') from any fire hydrant. Bin(s) shall not block thoroughfare and make it impassable. Construction Bin Permits adhere to Arcadia Municipal Code Section 7230.
7. Permit(s) may be revoked at any time by order of the City and the temporary use shall be abated consistent with the revocation order.

**INSURANCE VERIFICATION PROCESS**

**All Insurer's Affording Coverage** will be reviewed on the AM Best website. The Rating Category for Financial Strength must be A or higher, anything below an A rating will be denied. The Financial Size Category must be (VII) or higher.

- <https://web.ambest.com/home>

**In addition to the AM Best Rating verification**, we will also search your Insurer on the California Department of Insurance website to ensure that they are authorized in California. If an insurer does not populate on the California Department of Insurance website, we will do an alternate verification through the List of Approved Surplus Line Insurers (LASLI).

- [Welcome to Company Profile Info \(ca.gov\)](#)
- [List of Approved Surplus Line Insurers \(LASLI\) \(ca.gov\)](#)

**If your insurer does not meet any of these requirements, we will not issue a permit.**