

APPENDIX A

CITY PUBLIC RIGHTS-OF-WAY ENCROACHMENT CONSTRUCTION PERMITS

1. ENCROACHMENT CONSTRUCTION PERMIT INSTRUCTIONS
2. APPLICATION FOR ENCROACHMENT/CONSTRUCTION PERMIT

ENCROACHMENT/CONSTRUCTION PERMIT INSTRUCTIONS

A licensed contractor shall perform all work done under this permit.

1. Contractor/Developer shall fill out Construction Permit Application. (All items shall be completed.)
2. Contractor/Developer shall supply certificates of insurance for liability and worker's compensation insurance before permit is issued. Both certificates of insurance shall list City of Yucaipa, 34272 Yucaipa Boulevard, Yucaipa, California 92399, as the certificate holder. General liability insurance shall be a minimum of \$1 million coverage. See the attached insurance requirements for exact verbiage of the required endorsement adding the City of Yucaipa as additional insured.
3. Contractor/Developer shall obtain a City Business License from Yucaipa City Hall and provide a copy prior to issuance of permit.
4. Contractor/Developer shall pay the appropriate permit fee. See schedule on permit application.



CITY OF YUCAIPA
PUBLIC WORKS DEPARTMENT

**APPLICATION FOR CONSTRUCTION IN THE
RIGHT-OF-WAY PERMIT**

(Please type or print clearly using ink.)

City Hall Business Hours: Monday-Thursday 7:30 a.m. to 5:30 p.m.
Alternate Fridays 8:00 a.m. to 5:00 p.m.

Applicant Information

Contractor:		Business Telephone:	Business Fax:
Contractor's Address:		Emergency Telephone:	
City:	State:	Zip:	E-mail:
Contact Person:		Contact Telephone:	Contact Cell Phone:
Contractor's License Number:	Expiration Date:	Business License Number:	Expiration Date:
Property Owner or Developer:		Telephone:	
Address:			
City:	State:	Zip:	

Permit Information

Project Address, Tract, DRC, CUP, or Parcel Map:	Cross Street – From:	Cross Street – To:	
	Estimated Start Date:	Estimated End Date:	
Drawing or Work Order Number:	D.I.S. "Permit to Excavate":	USA Dig-Alert Number:	
<input type="checkbox"/> Curb & Gutter	<input type="checkbox"/> Curb Core	<input type="checkbox"/> Drive Approach	<input type="checkbox"/> Cable T.V. Trench
<input type="checkbox"/> Gas	<input type="checkbox"/> Verizon	<input type="checkbox"/> SCE	<input type="checkbox"/> Other: _____

Applicant's Signature: _____ Date: _____

Instructions

- Incomplete applications are not accepted
- Provide two sets of approved plans or drawings with this application
- Allow a minimum of two full working days for processing
- Contractor must provide insurance papers naming the City as Additional Insured with an Additional Insured Endorsement and Worker's Compensation Insurance.