



CITY OF SAN LUIS OBISPO
Community Development Department, Engineering Division
919 Palm Street
San Luis Obispo, CA 93401
(805) 781-7111
encroachment@slocity.org
<http://www.slocity.org/encroachment>

Encroachment Permit Application

Company/Contractor Name _____
Contractor's License Number _____ Contact Person _____
Mailing address _____ Office phone _____
_____ Cell phone _____
Underground Service Alert (USA) # _____ Email _____

Address of Work _____
Description of Work _____

Required Attachments (see link above for forms and templates)

- Proposed Schedule** including start date, number of working days and hours of work.
- Construction Plans:** Work must conform to City Engineering Standards and Standard Specifications unless alternate plans are approved. Plans shall reference specific Engineering Standards, as they apply.
- Insurance for private encroachment permit projects**
 - **Certificate of liability insurance** with at least \$1 million in general liability coverage; and
 - **CG 2012 additional insured endorsement** naming the City of San Luis Obispo as additional insured. See example at the link above for your insurance provider to issue under your policy.
- Insurance for Capital Improvement Projects (not for private development):**
 - Applies to public projects or contracts with the City of San Luis Obispo. Public projects require a liability insurance certificate and a CG 2010 endorsement, coordinated through Public Works Administration at 805-781-7200.
- Contractor License:** Provide a current valid copy, licensed for the type of work to be performed.
- City Business License:** A current City business license must be maintained. For information on obtaining a City business license, please contact the Finance Department.
- Water Pollution Control Plan**
- Traffic and Pedestrian Control Plan:** Allow at least five working days for City Transportation Division review of minor projects and at least 10 working days for larger projects.
- Night Work Permit:** A separate permit must be obtained through the Community Development Department if work between the hours of **7pm to 7am** is necessary. Contact the Planning Division at 805-781-7170 to apply for a night work permit. To allow adequate time for processing, please submit applications at least four weeks prior to the proposed start date of the work. **Night work requires a separate application fee and additional inspection fees for overtime.**
- Payment of Encroachment Permit Fees:** Please find current fee schedule available at the link above.