

CITY OF ONTARIO
ENCROACHMENT PERMIT APPLICATION

In accordance with City of Ontario Municipal Code Chapter 7-3.04.

**Engineering Department**
303 East B Street, Ontario, California 91764
Phone: (909) 395-2025 FAX: (909) 395-2122**INSTRUCTIONS:**

- Please provide two (2) sets of plans, specifications, calculations, or drawings with this application, wherever applicable.
- Contractor(s) must provide Liability Insurance Certificate naming the City as additional insured.
- Contractor(s) must possess a current Business License on file with the City.
- Please allow for a minimum of three (3) business days to process this application.
- Please provide a copy of an approved Caltrans permit for any proposed work within the State right-of-way.
- Please complete all items and put N/A for non-applicable items.
- Application is not complete until all required attachments are included.
- For public improvement projects, three (3) copies of engineered plans approved by the City Engineer are required to be submitted with this permit application.
- Permit fee is based on estimated off-site construction cost + \$85.00 (subject to change).

Application Date:	Permit #:	File Reference (s):
Owner Information Name:	Applicant Information Name:	
Address:	Address:	
Phone Number:	Phone Number:	
Contractor/Subcontractor Information Name:	Contractor's License No.:	
Address:	Class/Type:	Expiration Date:
24-Hour Emergency Contact (Two Required) Name of Contact:	Name of Contact:	
Phone Number 1:	Phone Number 1:	
Phone Number 2:	Phone Number 2:	

Location of Project/Work:								
Name of Street	Limits (Cross Streets)			Date Begin Work		Date End Work	Hours of Work	
		to			to			

Work to be Performed			
<input type="checkbox"/> Backflow/R.P. Device	<input type="checkbox"/> Drive Approach	<input type="checkbox"/> Pavement Replacement	<input type="checkbox"/> Storm Drain
<input type="checkbox"/> Boring	<input type="checkbox"/> Dry Utility Trench	<input type="checkbox"/> Sewer Lateral	<input type="checkbox"/> Storm Water Quality Device
<input type="checkbox"/> Communication	<input type="checkbox"/> Fence in Right-of-Way	<input type="checkbox"/> Sewer Main	<input type="checkbox"/> Traffic Signal
<input type="checkbox"/> Curb and Gutter	<input type="checkbox"/> Monitoring Manhole	<input type="checkbox"/> Sidewalk	<input type="checkbox"/> Water Main
<input type="checkbox"/> Curb Core	<input type="checkbox"/> Parkway Drain	<input type="checkbox"/> Street Light	<input type="checkbox"/> Water Service
<input type="checkbox"/> Drainage Connection	<input type="checkbox"/> Parkway Landscaping	<input type="checkbox"/> Signing/Striping	<input type="checkbox"/> Other
Description of Work (Attach additional sheet(s) if needed, indicate drawing numbers where appropriate):			
List Permit Attachments Here:			
Preliminary Estimated Construction Cost in City Right-of-way (if known):		Approved Cost Estimate:	

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Is the depth of proposed excavation equal to or greater than 5-ft?

Yes

No

Attach a copy of "Permit to Excavate" from the State Department of Industrial Relations, Division of Industrial Safety (DIS) when excavation depth is five (5) feet or greater.

DIS Permit No.: _____

If Traffic Control is required, please complete this box:

This Traffic Control information is being submitted by, or for, one of the following:

- _____ Owner/Builder working on their own private property frontage (Encroachment Permit required.)
- _____ Owner/Developer working on Development Project on various on- and off-site improvements (Encroachment Permit required.)
- _____ Prime Contractor working for an owner or developer on various on- and off-site improvements (shall apply under owner's Encroachment Permit, otherwise a separate Encroachment Permit is required.)
- _____ Sub-Contractor to a Prime (shall apply under owner's Encroachment Permit, otherwise a separate Encroachment Permit is required.)
- _____ Utility Company (Encroachment Permit required under their name.)
- _____ Contractor working on City Project (Encroachment Permit required.)
- _____ Other public agency working on agency project (Encroachment Permit required under their name.)
- _____ Non-construction activity such as a special event, parade, law enforcement operation (Encroachment Permit may be required.)

Will the work require closure of (list all that apply):

- _____ Bus Stop _____ Sidewalk/Parkway _____ Shoulder/Parking Lane _____ Intersection
- _____ Median _____ Travel Lanes, including turn lanes (Partial Street Closure) _____ Whole Roadway (Full Street Closure)

Describe proposed detour route, if applicable:

The undersigned have received and read City Municipal Code Sec. 7-3.04 and Encroachment Permit Provisions. I understand the requirements imposed upon me and my agents. I understand that any violation of the requirements of this permit may result in the issuance of "Demand for Compliance" requiring me to comply with this permit and the directive of the City Engineer within 24 hours. I further understand that any violation of this permit may result in the issuance of a "Stop Work Order" requiring my project to be halted for an unspecified period of time and the suspension or revocation of any other permit issued to me.

Signature of Applicant/Owner

Date

For use by City Staff:

Date Application Received: _____ By: _____ Encroachment Permit Number: _____

Traffic Control Permit Required? YES NO If issued, Traffic Control Permit Number _____

This Application becomes an attachment to any Encroachment and/or Traffic Control Permit that is issued by the Engineering Department.