



**CITY OF ANTIOCH - ENGINEERING SERVICES DIVISION**  
200 H STREET, 2<sup>ND</sup> FLOOR, ANTIOCH, CA 94509  
PHONE: 925-779-7035 **INSPECTION RECORDER: 925-779-6124** FAX: 925-779-7034

## **ENCROACHMENT PERMIT INFORMATION EFFECTIVE JULY 1, 2019**

### **GENERAL INFORMATION**

An Encroachment Permit is required for any operation or construction in any public right-of-way (Title 7, Chapter 2 of the Antioch Municipal Code).

[http://library.amlegal.com/nxt/gateway.dll/California/antioch/cityofantiochcaliforniacodeofordinances?f=temp\\_lates\\$fn=default.htm\\$3.0\\$vid=amlegal:antioch\\_ca](http://library.amlegal.com/nxt/gateway.dll/California/antioch/cityofantiochcaliforniacodeofordinances?f=temp_lates$fn=default.htm$3.0$vid=amlegal:antioch_ca)

Each request for an Encroachment Permit shall be submitted on an Encroachment Permit Application Form and must be accompanied by payment of appropriate application, inspection and bond fees. ***The application shall include site plans or a sketch drawing of the proposed work, showing how that work relates to existing public improvements.*** Particular attention should be paid to the location of fire hydrants, water meters, sanitary sewer cleanouts, driveways, street lights, etc.

Upon receipt of an application for Encroachment Permit, staff will review the request and, in most cases, will review the site of the proposed work to ensure that the work will not interfere with existing public improvements. After this review, the City Engineer or his authorized agent, will approve or deny the requested permit.

Should the application be for construction of a substantial, long-term improvement (retaining walls, concrete fences, planters, etc.) within the right-of-way, an Encroachment Agreement may be required. The Encroachment Agreement will be reviewed by the City Engineer and, upon approval may be recorded in the Office of the County Recorder. Note that approval of such substantial improvements within the right of way will only be made in cases where the property owner suffers a hardship not suffered by other similar property owners.

Encroachment Permits may ONLY be issued to owners of adjacent property or to contractors licensed by the State. All contractors are required to have current STATE AND CITY BUSINESS LICENSES.

<https://www.antiochca.gov/finance-department/business-license/>

Approved Traffic Control Plans are required for work in travel lanes, including pedestrian travel. All dimensions shall be reflected on plans, including taper length, width, signs, sign spacing, etc. All TCP shall be in compliance with MUTCD Standards. <https://dot.ca.gov/programs/traffic-operations/camutcd> On all arterial and collector roadways, site specific traffic control plans are required.

### **REQUIREMENTS**

1. Submit completed Encroachment Permit Application Form, site plans and traffic control plans.
2. Deposit with the City cash/check or an acceptable surety bond in the amount of 100% of the job valuation or \$500.00, whichever is greater, guaranteeing faithful performance of the work covered by the Encroachment Permit. This bond is refundable upon satisfactory completion of the work. Bond will be refunded approximately 2-3 weeks from final permit date.



3. Submit evidence of public liability insurance in the minimum amount of \$1,000,000 and property damage in the minimum amount of \$50,000. **Insurance shall name the City of Antioch as a named insured.**
4. Pay required applicable fees as specified under Public Works section of the City’s Master Fee Schedule, labeled Engineering Fees. Full fee schedule is available online at <https://www.antiochca.gov/finance-department/>. Upon approval of the application, all payments will be deposited and receipt will be provided with the approved encroachment permit packet.
5. Provide Contractors State and City Business Licenses.

**EXCEPTIONS**

There shall be no charge for city standard mail box (CD-61) permits.

**Note:** Required applicable fees as specified in the Public Works section of the City’s Master Fee Schedule under Engineering Fees, in the table below. Full fee schedule is available online at <https://www.antiochca.gov/finance-department/>. Upon approval of the application, all payments will be deposited and receipt will be provided with the approved permit packet.

| <b>ENGINEERING FEES:</b>                                    |  |                |
|---|--|----------------|
| Lot Line Adjustment   | \$ 1,850.00 per application  | 100-5150.46605 |
| Merger of Contiguous Parcels                                | \$ 3,395.00 per application  | 100-5150.46605 |
| Encroachment Permit – Application and Processing            | \$200 per permit for projects up to \$50,000; projects over \$50,000 charged the fully allocated hourly rates for staff time + outside costs | 100-5150.42070 |
| Encroachment agreement (permanent structure)                | \$ 590 per application plus fees from any other inspections/permits and any other agencies   | 100-5150.47070 |
| Encroachment Permit Inspection- \$50,000 + valuation        | Deposit set at 10% of construction value with charges at fully allocated hourly rates of staff time + outside costs                          | 754-0000.22000 |
| Encroachment Permit Inspection- \$0 - \$2,000 project       | \$ 280.00  | 100-5150.42070 |
| Encroachment Permit Inspection- \$2,001- \$10,000 project   | \$ 840.00  | 100-5150.42070 |
| Encroachment Permit Inspection- \$10,001 - \$50,000 project | \$ 1,390.00  | 100-5150.42070 |

**ENGINEERING FEES (Cont.):**

|   |  |         |
|---|--|---------|
| Traffic Control Plan Review – Arterial & Collectors | \$0-\$50,000 valuation - \$270<br>\$50,000 + valuation – Deposit set at 10% of construction value with charges at fully allocated hourly rates of staff time + outside costs | Various |
|---|--|---------|

CONTRACTOR'S JOB #: \_\_\_\_\_

**CITY USE ONLY**

PERMIT NUMBER: \_\_\_\_\_

DATE ISSUED: \_\_\_\_\_

**ENGINEERING SERVICES: 925-779-7035**  
**INSPECTION RECORDER: 925-779-6124**

**APPLICATION:** Permission is requested to excavate, construct, and/or otherwise encroach on City street, right-of-way, or water course, as follows:

Location: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Describe fully, giving nature, dimensions, duration & purpose of proposed encroachment. Attach site plan showing measurements and location of utilities affecting the encroachment. Attach traffic control plans if applicable.**

Purpose: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Est. Start Date: \_\_\_\_\_ Completion Date: \_\_\_\_\_

Owner Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Contact Email: \_\_\_\_\_

Contractor: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

State Contractor License: \_\_\_\_\_ City Business License No: \_\_\_\_\_

Subcontractor: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Contact Email: \_\_\_\_\_

State Contractor License: \_\_\_\_\_ City Business License No: \_\_\_\_\_

Value of Work \$: \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_

**BLANK SPACES ON THIS PAGE FOR CITY USE ONLY**

**PERMIT:**

Pursuant to Title 7, Chapter 2 of the Antioch Municipal Code, permission is granted to encroach on City right-of-way as above described and subject to the following:

- 1) All work performed under this permit shall be in accordance with the standard specifications of the City of Antioch (<https://www.antiochca.gov/fc/public-works/engineering/Construction-Details.pdf>) and subject to inspection and approval by the City Inspector and/or City Engineer.
- 2) Owner/Contractor shall comply with City's Standard Details on any damaged Public Infrastructures and shall result in a condition equal to, or better than original condition.
- 3) Work authorized by this permit shall be completed by permit expiration date: \_\_\_\_\_.
- 4) Applicant shall contact USA North 811, a minimum of 2-14 working days prior to excavation at <https://www.usanorth811.org> or by dialing 811.
- 5) Applicant shall contact Republic Services 2-4 business days prior to scheduled work, to notify them of job location, in order to ensure no issues with garbage service (925) 671-5856.
- 6) When restoration is required, all restoration to be laid out and marked by City Inspector.
- 7) Any open cut trenching and boring requires Contractor to call and schedule a pre-construction meeting with the City Inspector prior to any work being initiated.
- 8) New or replaced Utility vaults and lids, shall reflect the Utility name for future identification purposes.
- 9) Applicant shall notify City Inspector when work covered by this permit is complete. Including call to the Inspection Recorder requesting final inspection.

Other: \_\_\_\_\_  
 \_\_\_\_\_

**FEES:**

|                    |          |                               |          |
|--------------------|----------|-------------------------------|----------|
| Bond Amount:       | \$ _____ | ( Separate payment required ) |          |
| Inspection Fee/s:  | \$ _____ | Traffic Control Plan Fee/s:   | \$ _____ |
| Application Fee/s: | \$ _____ | Total Fees:                   | \$ _____ |

**PAYMENT:**

|                               |       |        |       |
|-------------------------------|-------|--------|-------|
| Check#/Credit Card Receipt #: | _____ | Dated: | _____ |
| Surety Bond #:                | _____ | Dated: | _____ |

**PERMIT APPROVAL:** \_\_\_\_\_

City Engineer or Authorized Representative

**INSPECTIONS:** *24 hour notice required* - Call Senior Inspector at 925-779-6124.

Inspection Notes: \_\_\_\_\_

Permit Final Date: \_\_\_\_\_ Inspector: \_\_\_\_\_