

Encroachment Permit Checklist:

This checklist was created as a guide to help applicants with submittals. Additional information may be required prior to permit approval.

City of San Luis Obispo Encroachment Permits: 805-781-7015

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Contractor Information:

- Company Name/Contractor Name
- Mailing address of business
- Names of persons authorized to sign for permits
- Phone number of business
- Cell phone numbers
- Fax
- Email
- Contractors State License Number

Insurance for private encroachment permit projects: The City of San Luis Obispo requires:

- **A certificate of liability insurance** with at least \$1 million in general liability coverage
- **AND a CG 2012 additional insured endorsement attached to it.**

Please email a current liability insurance certificate to Matt LaFreniere, mlafreniere@slocity.org, with a CG 2012 additional insured endorsement attached. An example form is available online at:

<http://www.slocity.org/encroachment>. Please provide this example form to your insurance provider so the endorsement can be issued under your policy.

CIP Insurance: This requirement only applies to CIP projects or job contracts with the City of San Luis Obispo. This is not for private developments. City CIP (Capital Improvement Plan) projects require a liability insurance certificate and a CG 2010 endorsement. CIP insurance documents are coordinated through Public Works Administration at 805-781-7200.

Contractors State License: A valid Contractors State License is required. The contractor must be 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 Forms: Both forms must be filled out for all encroachment permits. Forms are located here: <http://www.slocity.org/encroachment>

Traffic and Pedestrian Control Plan: Please submit the application, located here: <http://www.slocity.org/encroachment> with your traffic and/or pedestrian control plan. Traffic and pedestrian control plans are generally reviewed within five working days of their submittal date.

Construction Plans: These include building plans, engineering plans, miscellaneous project plans, public improvement plans, and subdivision plans. Necessary construction plans must be submitted and approved prior to permit issuance.

Engineering Standards: Encroachment permit work must conform to City Engineering Standards and Standard Specifications, unless alternate plans are approved. Applicants should reference specific standards in their plan submittals, as they apply.

Night Work Permit: Work between the hours of 7:00pm and 7:00am is called “night work.” A separate permit must be obtained through the Community Development Department if night work is necessary. Please contact the Planning Division at 805-781-7170 to apply for a night work permit. To allow adequate time for processing, please submit night work applications at least four weeks prior to the proposed start date of the work. Night work applications require a separate fee.

Payment of Encroachment Permit Fees: Current fee schedule at: <http://www.slocity.org/encroachment>