



Public Works Department
5050 N. Irwindale Ave., Irwindale, CA 91706
(626) 430-2203 phone ● www.irwindaleca.gov

Encroachment Permit Procedures

This worksheet provides required information for contractors wishing to apply for an encroachment permit. The information listed below shall be submitted prior to issuance of an encroachment permit; otherwise, we will not accept the application. If you should have any questions regarding this process, please contact any of the following Public Works staff:

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| a. Sarah Rocha | (626) 430-2264 | email: srocha@IrwindaleCA.gov |
| b. Mehdi Alifard | (626) 430-2267 | email: malifard@IrwindaleCA.gov |
| c. Lily Yang | (626) 430-2235 | email: lyang@IrwindaleCA.gov |
| d. Luis Pimentel | (626) 430-2259 | email: lpimentel@IrwindaleCA.gov |

1. A Certificate of Liability for a minimum of \$1,000,000, including an Additional Insured Endorsement page and Waiver of Subrogation page that identifies the City of Irwindale as additionally insured, will need to be submitted. A Certificate of Workers Compensation is also required and may be included in the Certificate of Liability.
2. The contractor needs to have a current Business License to do any type of work in the City of Irwindale. To obtain a Business License, please fill out an online application at: <https://www2.irwindaleca.gov>. If you have any questions regarding business licenses, please contact the city's Business License Clerk, at (626) 430-2252.
3. Traffic Control Plans shall conform to the California Manual on Uniform Traffic Control Devices, latest edition. The contractor shall submit proposed Traffic Control Plan along with the work plans for review by Engineering staff. Traffic Control Plans shall be at a scale of 1" = 40' and prepared by a licensed traffic or civil engineer in the state of California. Submit 3 sets of each plan for City review.
4. Contractor shall distribute bilingual – English/Spanish – notices to residents and business owners within a 300-foot radius from the job site. The notices shall be printed on the contractor's letterhead, reviewed and approved by the City, and distributed at least 48 hours before commencement of work.
5. Temporary "No Parking Anytime" signs shall be posted 48 hours before the start of the job.
6. Contractor shall provide a definitive work schedule to the City at the time of permit issuance. The work schedule must indicate the dates, work hours, and description of work for each day. The permit will not be released unless a work schedule is provided.
7. Fees:
 - a. Encroachment Permit - \$400.00
 - b. Deposits Held for Inspection Time – # of days x # of hours per day x inspector hourly rate plus 35% Administration Fee.
*Please note that a minimum of two hours per day will be charged to your deposits held for actual inspection services.
8. Public Works will issue an encroachment permit once all documents have been reviewed and approved. Please don't forget to sign the permit.