

PUBLIC WORKS DEPARTMENT /ENCROACHMENT PERMIT

Use this checklist for a successful Encroachment permit submittal

- Applicant's and contractor's name and address, including a 24-hour emergency name and telephone number. A letter of authorization is required if the applicant and contractor are different entities.
- Submit scaled drawings, sketches, written descriptions, and work limits to be completed in the City's right-of-way.
- Contractor's name, city business license number, and state contractor's license number specifying classification. (A, C-8, C-12, D-06, C-34)
- Certificates of insurance with endorsements (see handout for City requirements [link to the form](#))
- Contractors working within the City right-of-way require a class A, C-08, C-12, D-06, or C-34. A classification C-31 may only perform traffic control services when there is no physical construction within the City's right-of-way.
- Contractors with a class C-36 license may work in the City right-of-way in conjunction with a class A, C-08, or C-12 to complete street paving
- Traffic Control Plan or TCP (if applicable) shall include the latest [Traffic Control Notes](#), be stamped by a Registered Civil or Traffic Engineer and approved by the City's Transportation Division.
- The contractor must obtain approval and if applicable an encroachment permits from utility or other agencies (Caltrans, Mesa Water, Costa Mesa Sanitation District, etc.) in conjunction with the City permit prior to permit approval.
- Pay the encroachment permit fee. Fees can be paid via check, or via a credit card using online portal [TESSA](#).
- Once all required documents have been submitted and approved, an Encroachment Permit will be issued.
- Encroachment permit must be maintained on-site for the duration of the construction work.