

## 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 Grover Beach Public Works: 805-473-4530

Public Works [publicworks@groverbeach.org](mailto:publicworks@groverbeach.org)

### Contractor Information:

- Company Name/Contact Name
- Mailing address of business
- Phone/Cell number of contact person
- Email
- Contractors State License Number
- City of Grover Beach Business Tax Certificate

### Insurance for private encroachment permit projects: The City of Grover Beach requires:

- **A certificate of liability insurance** with at least \$2 million in general liability coverage
- **AND** a [CG 2012 additional insured endorsement](#) attached to it

Please email a current liability insurance certificate to Public Works, [publicworks@groverbeach.org](mailto:publicworks@groverbeach.org) with a CG 2012 additional insured endorsement attached. An example form is available online at:

<https://www.groverbeach.org/494/Encroachment-Permits>. Please provide this example form to your insurance provider to the endorsement can be issued under your policy.

**Capital Improvement Project (CIP) Insurance: This requirement only applies to City CIP projects or job contracts with the City of Grover Beach. This is not for private developments.** City CIP projects require a liability insurance certificate and a CG2010 endorsement. CIP insurance documents are coordinated through Public Works Administration at 805-473-4530.

**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 Tax Certificate:** A current City Business Tax Certificate (business license) must be maintained. For information on obtaining a City Business Tax Certificate, please contact the Finance Department at 805-473-4550 or visit <https://www.groverbeach.org/90/Business-Tax-Certificates>

**Traffic and Pedestrian Control Plan:** A traffic control plan shall be submitted with an encroachment permit application for work on West Grand Avenue, Oak Park Boulevard, Fourth Street and El Camino Real. Work on other streets may require submittal of a traffic control plan depending on the work proposed. Pedestrian control should be addressed as part of all traffic control plans submitted when applicable. Traffic and pedestrian control plans will be reviewed with applications.

**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.

**After-Hours Work:** Work for encroachment permits shall be performed between the hours of 7:00am and 5:00pm. No work shall be performed on weekends or on a [City holiday or furlough day](#). Any work performed outside these hours shall be approved in writing prior by the City Engineer.

**Payment of Encroachment Permit Fees:** The current fee is listed on the encroachment permit application. You can also review the current City Fee Schedule at: <https://www.groverbeach.org/494/Encroachment-Permits>