

**City of Eureka Engineering Department
Encroachment Permit Application**

Complete and submit to City of Eureka Engineering Dept., 531 K Street, Eureka, CA 95501-1165
707-441-4194 and 707-441-4397 707-441-4202 (FAX)

Situs Address or Location of Work		AP #
Description of Work (Attach Plans)		
Estimated Starting Date	Estimated Completion Date	
Applicant Name (Contractor #1)		Telephone
Contractor #1 Business Address		Contractor License #
Contractor #2		Telephone
Contractor #2 Business Address		Contractor License #
Contractor #3		Telephone
Contractor #3 Business Address		Contractor License #
Property Owner Name		Telephone
Property Owner Mailing Address		
Property Owner's Signature to authorize work (REQUIRED unless Property Owner is Applicant)		
	Date Signed:	

NOTES:

- Prior to issuance of an Encroachment Permit, each person performing work shall furnish to the City of Eureka Engineering Department, Certificate(s) of Insurance and Endorsement(s) as described in the "Insurance Requirements for City of Eureka" handout, or such other insurance requirements as prescribed by the Department.

ADDITIONAL NOTE: Providing insurance documents acceptable to the City can take several days or weeks. An Encroachment Permit **SHALL NOT** be issued until all insurance documents are acceptable to the Engineering Department, and no work may be performed within the City right-of-way until an Encroachment Permit is issued.

- It shall be unlawful for any person to excavate in or to construct, install, or maintain any improvement, structure, or encroachment in, on, over, or under any City property, tidelands, street or easement without first obtaining from the Director of Public Works [or Engineering] a permit therefor, or to maintain the same without such permit or in violation of the terms or conditions thereof.
- **DO NOT** attach the Encroachment Permit Fee to this Application. The Encroachment Permit Fee is payable when the Permit is signed, and the Permit must be signed in the Engineering Dept. office. The Encroachment Permit is not valid, and work cannot begin within any City right-of-way or easement, until both the Applicant and Contractor sign the Encroachment Permit.
- A separate Encroachment Permit may be required for each additional person/contractor performing work.