



DURABLE ENCROACHMENT PERMIT INSTRUCTIONS



Durable Encroachment Permits are required for permanent improvements within a public easement or right-of-way. The Public Works – Engineering and Transportation Department must be notified prior to commencing any work within the public easement or right-of-way.

The following items shall be submitted to the Public Works – Engineering and Transportation Department at the address or email address below. Only complete submittal packages will be accepted. Incomplete packages will be rejected and returned to the applicant.

1. Durable Encroachment Permit Application
 - Signed and dated by Applicant
2. Site Plan
 - Drawn to scale on 8 ½" x 11" (letter), 11" x 17" (tabloid), or 22" x 34" size paper
 - Show all existing conditions with dimensioning to proposed work
 - Dimension length and width of all proposed work
 - Show easements and parcel lines/right-of-way lines
 - All disciplines who have conditions on the project need to be included (public works civil, utilities, signing and striping, electrical, landscape (urban forestry review), etc)
3. Liability Insurance
 - General liability coverage \$500,000 combined single limit
 - Standard Accord form on company letterhead
 - Signed by agent
 - City of Davis listed as certificate holder
 - City of Davis, its officials, agents, employees, and volunteers listed as additional insured
 - Additional insured endorsement
 - A.M. Best Guide rating of A-VII or better
 - Issue date, policy's effective date, expiration date listed
4. Recorded Map
 - Obtained after discussion with City of Davis

The following is a step-by-step summary of the Durable Encroachment Permit Process:




1. Applicant submits a complete Durable Encroachment Permit Application via email or at the counter.
2. Public Works – Engineering and Transportation staff reviews the information provided and proceeds as follows:

530-747-5846 | @CityofDavis  
Public Works Engineering and Transportation
23 Russell Boulevard, Davis, CA 95616

pw-permits@cityofdavis.org

- a. Review application and additional information for completeness, making recommendations/changes to meet the requirements. If application is incomplete, the application will be sent back to Applicant for revisions.
 - b. Check Applicant's/Contractor's Liability Insurance.
 - c. Determine the fees for the permit and request the fees from Applicant. Applicant will need to pay in person or via mail with cash or check.
 - d. Create and issue the permit to Applicant along with additional documents.
3. Durable Encroachment Permits are effective until revoked and are renewed annually. An invoice is sent to Applicant every year for renewal fee.

Approved permits may be revoked and/or revised if deemed necessary for the safety of the public and/or if approved conditions are not followed.

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