



## CITY OF SALINAS

DEVELOPMENT ENGINEERING, A division of the Public Works Department  
65 West Alisal Street | Salinas, CA 93901 | 831-758-7251 | [www.ci.salinas.ca.us](http://www.ci.salinas.ca.us)

### **ENCROACHMENT PERMIT REQUIREMENTS & INSPECTIONS**

*The following items are required at the time encroachment permit submittal. Incomplete submittals will be rejected.*

- A completely filled out, signed encroachment permit application.
  - State Contractors License Number and Expiration Date. Contractor may only perform work in which they are licensed by the State of California.
  - Proof of liability insurance in the amount of \$1,000,000 naming the City of Salinas as additional insured with endorsement sheet attached.
  - A City Business License
  - Site Plan
  - Traffic Control Plan/Pedestrian Control Plan
  - Other items as required by staff
1. Insurance must be on file with Development Engineering prior to issuance of an encroachment permit. Contact Development Engineering if you have any questions regarding the insurance requirements.
  2. Call Underground Service Alert (USA) and acquire USA markings a minimum of two (2) working days before you dig at (800) 227-2600.
  3. Notify the Permit Center twenty-four (24) hours in advance to request an inspection at (831)758-7251.
  4. Issuance of an encroachment permit does not relieve the contractor of his/her responsibility to obtain permits required from other City Departments and agencies.
  5. A business license is required to conduct business in the City of Salinas. Business licenses can be obtained from the Finance Division located at City Hall, 200 Lincoln Avenue.
  6. All fees must be paid prior to issuance of encroachment permit.
  7. A copy of the issued, signed encroachment permit must be onsite with the contractor at all times.

The City of Salinas Development Engineering is the main contact for encroachment permits. For general submittal questions, please call (831) 758-7251; 65 W. Alisal Street, Salinas, CA 93901.

#### **CALL FOR INSPECTION**

*24-Hour Advanced Notice for all inspections (831)758-7251*

*ALL WORK MUST CONFORM TO 2008 CITY STANDARDS - available online!*

- Prior to backfill in a trench
- Prior to a sewer main connection
- Prior to permanent asphalt patching (compaction test/2 sack slurry ticket required)
- Prior to concrete pour (forms and rebar set)
- Notification of traffic control/lane closure/sidewalk closure
- Other inspections as required by permit