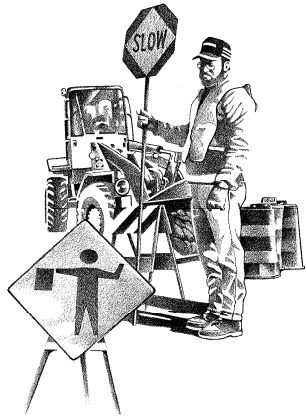


# ENCROACHMENT PERMITS

## WHEN IS AN ENCROACHMENT PERMIT REQUIRED?

An encroachment permit is required from the County Encroachment Permits office when work is done within the public right-of-way. Encroachment permits are not issued for work done on private property. Work is performed through the Engineering Services Development & Inspection Division of the Public Works Agency.



## WHAT DOES AN ENCROACHMENT PERMIT CONSIST OF?

Encroachment permits consist of two primary sections: the

application, and the permit. The permit section consists of standard predefined conditions along with any special conditions which are applied to the permit, the permit fees, the trust fund deposit, if applicable, and construction inspection. The County must issue a permit number before it is considered valid.

## FOR HOW LONG IS AN ENCROACHMENT PERMIT VALID?

Generally a permit is valid for six months and, once the permit expires, an extension can be obtained. However, in some circumstances a new encroachment permit application must be filed. Annual permits, which can be issued to utility companies, are valid for one year from the date they are issued.

## HOW MUCH DOES AN ENCROACHMENT PERMIT COST?

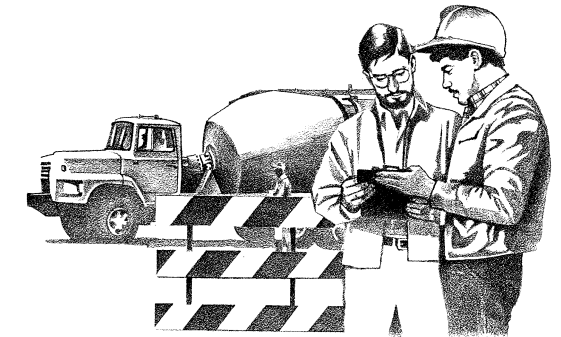
The cost of an encroachment permit varies depending on the type and cost of the improvements being constructed.

However, in a few cases, NO-FEE permits are issued, such as when parkway trees cause damage to the sidewalk. A permit is required for the

removal of the tree from the parkway and the related sidewalk repair.

## WHERE DO I APPLY FOR AN ENCROACHMENT PERMIT?

Encroachment permit forms can be obtained from the County of Ventura Transportation Department, at the Encroachment Permit Counter on weekdays from 8 a.m. to 4:30 p.m. or on line at [www.ventura.org](http://www.ventura.org)

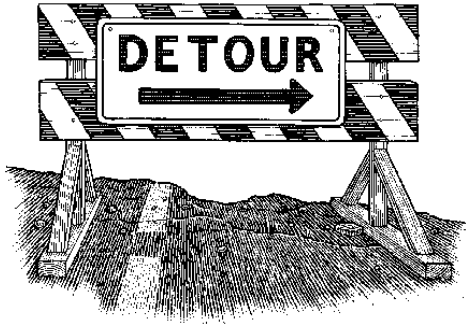


## WHAT ELSE DO I NEED IN ORDER TO COMPLY WITH ENCROACHMENT PERMIT CONDITIONS?

In order to issue a valid encroachment permit, the County will typically require insurance in all instances where the County determines the public is at risk from the work being performed under the encroachment permit.

A traffic control plan will be required if the work site impacts a public street. The traffic control will be

required to meet the standards set forth in the Work Area Traffic Control Handbook (WATCH) manual, a copy of which can be purchased from the American Public Works Association (APWA).



**WHAT ARE THE MOST IMPORTANT POINTS TO REMEMBER BEFORE DIGGING IN THE PUBLIC RIGHT-OF-WAY?**

It is important to remember the following important points when working in the public right-of-way:

Delineate the site: It is mandatory that the proposed excavation site be outlined with white paint or stakes.

Dial before you dig: Section 4216/4217 of the Government Code requires a DigAlert Identification Number be issued before a “permit to excavate” is valid. To obtain a DigAlert Identification Number, call Underground Service Alert at TOLL FREE 1-800-227-2600, no sooner

than 14 and no later than 2 days prior to commencing excavation activities.

**OTHER PERMITS**

Other permits available include: Film Permits, which allow still and motion picture photography within County roadways, and Transportation Permits, which (under specific guidelines) allow the transporting of over-size/over-weight loads on County roads.

If your project may potentially involve a complete road closure, you will need to obtain a copy of the County’s policy on such road closures.

**REQUESTS AND INQUIRIES**

If you have questions, requests, or suggestions concerning encroachment permits, please call the Transportation Department — Encroachment Permit Desk at: **(805) 654-2055** or through the “Contact Us” link at: [www.ventura.org](http://www.ventura.org)

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# APPLYING FOR AN ENCROACHMENT PERMIT



**Public Works Agency  
Transportation Department  
800 S. Victoria Avenue  
Ventura CA 93009-1620**