

**MINOR ENCROACHMENT
PERMIT APPLICATION
STREET USE**

Permit # ENC

OWNER	NAME / POINT OF CONTACT			PHONE	JOB NO. / WORK ORDER NO.
	BUSINESS NAME				LICENSE
	MAILING STREET ADDRESS				
	CITY	STATE	ZIP	EMAIL	

CONTRACTOR	CONTRACTOR POINT OF CONTACT			PHONE	JOB NO. / WORK ORDER NO.
	BUSINESS NAME				LICENSE NO.
	MAILING STREET ADDRESS				
	CITY	STATE	ZIP	EMAIL	

SITE	SITE ADDRESS		ESTIMATED START DATE	DURATION (DAYS)
	SCOPE OF WORK			
	<input type="checkbox"/> CRANE <input type="checkbox"/> DUMPSTER <input type="checkbox"/> SCAFFOLDING <input type="checkbox"/> SIGN <input type="checkbox"/> STORAGE POD <input type="checkbox"/> SMALL CELL ON NON-CITY POLE <input type="checkbox"/> OTHER: _____			
PROJECT DESCRIPTION				

RELATED BUILDING / PW PERMITS: _____

OWNER'S SIGNATURE: _____ **DATE:** _____

By signing this application, Owner agrees to comply with the requirements of Sacramento City Code Chapter 12.12. The Code can be found at: <http://www.qcode.us/codes/sacramento/>.

PERMIT DEPOSIT \$	CITY APPROVER	RECEIVED DATE	APPROVED DATE
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ADDITIONAL INFO	<input type="checkbox"/> CERTIFICATE OF INSURANCE <input type="checkbox"/> BOND REQUIRED <input type="checkbox"/> REVOCABLE PERMIT REQUIRED	<input type="checkbox"/> General Liability-\$500k combined single limit <input type="checkbox"/> Standard accord form on company letterhead <input type="checkbox"/> City of Sacramento listed as certificate holder <input type="checkbox"/> City of Sacramento, its officials, agents, employees & volunteers listed as additional insured <input type="checkbox"/> Issue Date, policy's effective date, expiration date listed CONSTRUCTION COST REV PERMIT NUMBER	<input type="checkbox"/> Signed by agent <input type="checkbox"/> Additional insured endorsement <input type="checkbox"/> A.M. Best guide rating of A-VII or better BOND AMOUNT DATE APPROVED
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Final Processing:

1. Owner and Contractor will be notified by email or phone call when permit has been approved.
2. Approved permits will remain active a maximum of 60 calendar days from approval date or until the Estimated Start Date listed, whichever occurs first.
3. Contractor is required to contact the Construction Inspection Help Desk at 916-808-6810 a minimum of 1 week prior to the requested start date of work to schedule a preconstruction meeting.
4. If Contractor has not called the Construction Inspection Help Desk as required by #2 and #3 above, the permit status will change to EXPIRED.
5. The Owner or Contractor may request the City to delay the start date of the project, request an extension of the project duration, or make other modifications to the application by submitting the request in writing by sending an email to Encroachments@cityofsacramento.org. Please include the project address and ENC # in the Subject Line of the email.