



GRASS VALLEY
A PLACE TO LIVE AND THRIVE

ENCROACHMENT PERMIT APPLICATION INFORMATION & INSTRUCTIONS

City of Grass Valley Public Works Department
Engineering Division
125 E Main Street, Grass Valley, CA 95945
Phone: (530) 274-4373

An Encroachment Permit is required for anyone that will be working in or blocking the City right-of-way by any means per Municipal Code 12.48.050. Encroachment Permits expire six months from the date of issuance unless otherwise specified in the permit

In addition to the completed Encroachment Permit Application, you must submit or obtain the following:

- Contractors must have a valid City of Grass Valley Business License per [Municipal Code 5.04.070](#)
- Construction Plans showing the proposed improvements and existing structures, sidewalks, driveways, etc. Include or reference construction details or City Standard Details, showing dimensions and materials to be used, as necessary. Briefly describe extent of work to be performed in the City right-of-way.
- Attach a traffic control plan detailing lane, shoulder or parking closures and any required pedestrian re-routing for sidewalk closures. Show type, location and spacing of traffic control devices (signs, cones, barricades, etc.) and location of flaggers. Reference City Standard Details as necessary.
- Attach a Certificate of Insurance naming the City of Grass Valley as additional insured; an Additional Insured Endorsement (ISO form CG 20 12, or equivalent) must also be provided. The limits are \$1,000,000.00 each occurrence and \$2,000,000.00 aggregate per Municipal Code 12.48.310

The permit application form is available in fillable .pdf format and may be submitted electronically by clicking the "Submit by Email" button. Alternately click the "Print Form" button and return the application along with all required, completed and **signed** documents to the City of Grass Valley at the address listed at the top of this form or to the email address encroachments@cityofgrassvalley.com

For full Municipal Code, please visit our website: www.cityofgrassvalley.com

**INCOMPLETE INFORMATION OR MISSING DOCUMENTS/FORMS
MAY DELAY THE APPROVAL OF YOUR APPLICATION**



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FOR CITY USE ONLY

Permit # _____

Permit Type: Blanket Construction/ Traffic Control Sidewalk Repair/ Closure Parking/Container

Address or Location of Work: _____

Estimated Start Date: _____ Estimated Completion Date: _____ Estimated Cost of Work: _____

Description of Work: _____

Applicant: _____ Phone #: _____ Email: _____

Mailing Address: _____

Contractor: _____ Phone #: _____ Email: _____

State License #: _____ DIR License #: _____ City Business License #: _____

The undersigned does hereby agree to comply with the current City of Grass Valley Improvement Standards, the City of Grass Valley Municipal Code , and with the General Provisions and Special Conditions as stated on this permit. The undersigned shall be responsible for all claims and liabilities arising out of work performed pursuant to this Encroachment Permit, or arising out of the undersigned and his/her agent's failure to perform any of the requirements of the Permit. The undersigned hereby releases, discharges, covenants not to sue the City of Grass Valley, its employees, agents, volunteers, officers (collectively releasee) from all liability, claims, demands, losses or damages, sustained by me, my guardians, legal representatives or assigns, caused or alleged to be caused, in whole or in part, by the negligence of the releasee or otherwise, and further agrees that if, despite this release, I, my guardians, legal representatives or assigns or anyone makes a claim against any of the releasee named above, I will indemnify, save and hold harmless the releasee from any litigation expenses, attorneys' fees, loss, liability, damage, or other cost that may occur as the result of such claim.

Applicant Signature: _____ **Printed Name:** _____ **Date:** _____

TO BE COMPLETED BY CITY OF GRASS VALLEY

Permit Fee	\$ _____	<input type="checkbox"/> Fees Waived	Traffic Control Plans	<input type="checkbox"/> Attached	<input type="checkbox"/> N/A
Inspection Fee	\$ _____	<input type="checkbox"/> Bill to Blanket Permit	Construction Plans	<input type="checkbox"/> Attached	<input type="checkbox"/> N/A
Other Charges/Fines	\$ _____	<input type="checkbox"/> Payment Required	Insurance/ Waiver	<input type="checkbox"/> Attached	<input type="checkbox"/> N/A
TOTAL	\$ _____	Received By:	Business License	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A
			Road Notice Required	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A

By: _____

Approval Date: _____

Expiration Date: _____

**Call Inspector at 530-798-6808
48 Hours Before Start of Work**

See Conditions of Approval