



CITY OF SANTA ANA

PWA Development Engineering / 20 Civic Center Plaza (M-93) Santa Ana, CA 92701

ENCROACHMENT PERMIT REQUIREMENTS

Prior to the issuance of an ENCROACHMENT PERMIT for work within the PUBLIC RIGHT-OF-WAY, the following information is the minimum that must be submitted and approved by the DEVELOPMENT ENGINEERING DIVISION.

1. Approved work plans, 3 sets. The plans can take considerable time to review and approve, so it is recommended that they be submitted several weeks prior to scheduled work. Prior to preparing plans, request the plan guidelines for the type of work you are doing. There is no application form: your plans and information provided to staff at the counter will serve as the application. A deposit toward plan checking will be due at the time of first plan submittal. Request the appropriate plan guidelines at the counter prior to preparing plans.
2. Contractor's information. Work within the public right-of-way must be performed by a licensed contractor qualified for such work. Contractor's information to be submitted as follows:
 - A. Contractor's name, address, phone number
 - B. 24-hour emergency contact name, phone number, and e-mail.
 - C. Copy of State Contractor's License Number (A C-8 license is allowed if project is concrete replacement only, otherwise must be A license. Also see below.)
 - D. Copy of Contractor's (currently effective) Certificate of Insurance (see attached). For general liability, the City must be named additional insured. The insurance is subject to review and approval, so it is recommended that it be submitted well in advance. See attached.
 - E. Copy of City Business License (can be obtained at the business license section)
 - F. For domestic or irrigation water services, these facilities will be installed in conformance with City Standards and approved plans. Installation will be done by the developer's contractor (requiring an "A" or a "C-34" contracting license) following the issuance of a water application and a street work permit. Owner's name, billing address, contact name & phone number are needed to process the water application. For a sample of the water application, please contact Development Engineering.
 - G. For sewer lateral, the Developer shall arrange for construction of the new sewer lateral(s) per City Standards and approved Street Improvement plans, following the issuance of a Street Work Permit. The sewer lateral shall be installed by a licensed contractor that possesses either an "A", "C-34", "C-36", or "C-42" license.
3. Payment of the balance of plan check fees, permit fees and work guarantee deposit. Be sure to provide the address where you would like the guarantee deposit refund check mailed back to you.
4. If lane closure is proposed, submit 2 sets of traffic control plans for review; 11"x17" preferred.
5. Provide contact for duration of plan check: name, phone number, and e-mail.
6. Permit must be signed by contractor.

Additional requirements may apply depending on the nature of work. Please contact us at (714) 647-5039 for any questions.

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