



# Encroachment Permit Application

See Page 2 for General Conditions

City of Willows  
Public Works Department  
201 N. Lassen Street  
Willows, CA 95988  
(530) 934-7041  
Fax: (530) 934-7402

Date: \_\_\_\_\_

Permit No. \_\_\_\_\_

Owner Information		
Name:		
Street Address:		
City, State, Zip:		
Phone:	Cell:	Fax:

Submittal Requirements
<input type="checkbox"/> Completed Application
<input type="checkbox"/> Insurance Certificate(s)
<input type="checkbox"/> Traffic Control Plan (if required)
<input type="checkbox"/> Bond (if required)

Contractor Information		
Name:		
Street Address:		
City, State, Zip:		
Phone:	Cell:	Fax:
Contractor's License #:		Class:
Business License #:		
Total Valuation: Labor & Materials \$		

Fees	
Admin/File	
Inspection	
Other	
<b>Total</b>	
Payment received by:	

Workers' Compensation Declaration: I declare under penalty of perjury (check one):
<input type="checkbox"/> I have and will maintain Workers' Compensation Insurance, as required by Section 3700 of the Labor Code: Carrier: _____ Policy #: _____ Expiration Date: _____
<input type="checkbox"/> I have and will maintain a Certificate of Consent to Self-Insure for Workers' Compensation, as provided for by Section 3700 of the Labor Code
<input type="checkbox"/> I certify that I shall not employ any person in any manner so as to become subject to the workers' compensation laws of California and agree that if I should become subject to the workers' compensation provisions of Section 3700 of the Labor Code, I shall forthwith comply with those provisions

Project Information		
Excavate:	<input type="checkbox"/> Street/Alley <input type="checkbox"/> Other: _____ <input type="checkbox"/> Sidewalk <input type="checkbox"/> Curb/Gutter <input type="checkbox"/> Sewer	Install: <input type="checkbox"/> Sewer <input type="checkbox"/> Other: _____ <input type="checkbox"/> Sidewalk <input type="checkbox"/> Curb/Gutter <input type="checkbox"/> Driveway
Location of Work:		
Anticipated Start Date:		Estimated End Date:
Scope of Work:		
Contractor Job # or Project Name (if applicable):		

Important Notes
<ul style="list-style-type: none"> <li>A minimum of 24-hours notice is required to schedule an inspection. Inspector is available Mon-Fri, 8:00 a.m. to 3:30 p.m.</li> <li>This permit expires (1) one year from the approval date unless otherwise noted. If you require an extension of time, please contact the Public Works Director's office.</li> </ul>

I certify that I have read this application and state that the above information is correct. I agree to comply with the general conditions (see page 2) and to all City Ordinances, City Standards, State and Federal laws relating to construction, and hereby authorize representatives of the City of Willows to enter upon the above mentioned property for inspection purposes. I also agree to waive, indemnify and keep harmless the City and its agents against all liabilities, judgments, costs, and expenses which may in any way accrue against said agency in consequence of the granting of this permit.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_ Owner / Contractor / Agent \_\_\_\_\_  
(circle one)

Approval Special Conditions: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_ Inspection Contact #: \_\_\_\_\_



## CITY OF WILLOWS

### ENCROACHMENT PERMIT APPLICATION REQUIREMENTS

When submitting an encroachment permit application to the City of Willows, the following information will need to be included to consider the application complete:

1. A site plan showing what will be involved with the work within the City's right-of-way. The plan should show all existing facilities and the extent of work (pipelines, asphalt, curb, gutter, sidewalk, etc.) associated with the project. Depending on the complexity of the project, engineered drawings may be required.
2. A cost estimate of the work to be done. The estimate should break down the various line items of work (e.g. the linear footage of pipe, the linear footage of curb and gutter, the square footage of sidewalk, the square footage of asphalt, etc.)
3. If the work will impact any portion of paving within any street, a traffic control plan shall be included with the permit. The traffic control plan must meet regulations as specified in the California Manual of Uniform Traffic Control Devices (CAMUTCD.) Traffic control plans can be found in Part 6 of this document.

Once this information is submitted, the application will be processed. Processing will include a review of the proposed work, placing conditions on the permit and providing the required bonding amount and bond form that will be needed prior to issuance of the permit, as well as the permit amount. Once a fully executed bond is provided and the fees are paid, the permit can be issued by the City.