Public Works Department
5050 N. Irwindale Ave., Irwindale, CA 91706
(626) 430-2259 phone ● (626) 430-2295 fax

Encroachment Permit Procedures

This worksheet provides required information for contractors wishing to apply for an encroachment permit. The information listed below shall be submitted prior to issuance of an encroachment permit; otherwise, we will not accept the application. If you should have any questions regarding this process, please contact Elizabeth Rodriguez at (626) 430-2205, Richard Corpis at (626) 430-2253, or Edgar Rojas at (626) 430-2210.

1. A Certificate of Liability must be turned in identifying the City of Irwindale as additionally insured with a minimum of $1,000,000.

2. A Certificate of Workers Compensation is required. This may be included in the Certificate of Liability.

3. The contractor needs to have a current Business License to do any type of work in the City of Irwindale. Please contact Iris Espino, Business License Clerk, at (626) 430-2252 for a business license application.

4. Traffic Control Plans shall conform to the Caltrans Manuel of Traffic Control for Construction and Maintenance Work Zones, latest edition. The contractor shall submit for review and approval by the City Engineer his proposed Traffic Control Plan. Traffic Control Plans shall be at a scale of 1" = 40' and prepared by a licensed traffic or civil engineer in the state of California. Submit 3 sets for City review.

5. Contractor shall distribute bilingual – English/Spanish – notices to residents and business owners within a 300 foot radius from the job site. The notice shall be renewed and printed on City letter head. The notice shall be distributed no less than 48 hours before commencement of work.

6. Temporary "No Parking Anytime" signs shall be posted 48 hours before the start of the job.

7. Contractor to provide a work schedule. The work schedule must identify all days and times work will be done. In addition, the contractor must provide details of work to be done on each particular day.

8. Fees:
   a. Encroachment Permit - $75.00
   b. Deposits Held for Inspection Time: # of days x # of hours per day x $60 per hour

9. Public Works will issue an encroachment permit once all documents have been reviewed and approved. Please don't forget to sign the permit.