

## Encroachment Permit Checklist

- Completed permit application.
- Provide insurance for the contractor performing work.
  - The following permits only require homeowner's or renter's insurance:
    - No parking for a moving van
    - Moving pod or dumpster
    - Drain a swimming pool
  - All other permits require General Liability insurance. Click [HERE](#) to view the City's insurance requirements.
- Provide a site plan showing scope of work in public right-of-way. You will be prompted to submit a Site Plan if one is required.
- Provide a traffic control plan (TCP) if lane closure is required. You will be prompted to submit a TCP if one is required.
- The contractor performing work must have a City of El Segundo Business License. You can contact them at:
  - [taxinquiries@elsegundo.org](mailto:taxinquiries@elsegundo.org) or
  - 310-524-2317.
  - Here is a link to an application:  
<https://blrenewals.elsegundo.org/webapplication/Default.aspx?FormType=Contractor>
- Permit Fees.