



CITY OF EL SEGUNDO PUBLIC WORKS DEPARTMENT

ENCROACHMENT PERMIT CHECKLIST

This checklist was created as a guide to help applicants with submittals. Additional information may be required prior to permit approval.

Before you submit your application online <https://elsegundoca.portal.opengov.com>, make sure you have the following information available:

1) Applying for a typical Construction-Related Encroachment Permit:

This includes work proposed within the public right-of-way, such as but not limited to, excavations, underground utility work, pole and maintenance hole access, sidewalk/driveway approach/street pavement work, crane operations, temporary traffic impacts, and construction-related dumpsters.

<input type="checkbox"/>	<p><u>Property Owner Information:</u></p> <ul style="list-style-type: none">• Contact Name• Property Address• Phone/Cell number of contact person• Email
<input type="checkbox"/>	<p><u>Contractor Information:</u></p> <ul style="list-style-type: none">• Company Name/Contact Name• Mailing address of business• Contact Person's Name (i.e., Job Foreman)• Phone/Cell number of contact person• Email of contact person• Valid Contractor State License Number applicable to the proposed scope of work
<input type="checkbox"/>	<p><u>Contractor's City of El Segundo Business License:</u></p> <p>All contractors working within the City of El Segundo shall have a City Business License (also known as a Business Tax Registration).</p> <p>Contractors applying for encroachment permits shall provide proof of their City Business License as part of the encroachment permit process. A Business License can be applied for here: Business Tax Registration El Segundo</p>
<input type="checkbox"/>	<p><u>Contractor's Insurance Requirements:</u></p>

	Contractors applying for encroachment permits shall provide their latest valid insurance certificate that complies with the insurance requirements shown on the Encroachment Permit Conditions here: Insurance Requirements
<input type="checkbox"/>	<p><u>Proposed Work Description:</u></p> <p>Applicant shall provide on the permit application a comprehensive work description for the work proposed within the Public right-of-way.</p>
<input type="checkbox"/>	<p><u>Site Plan Requirements:</u></p> <p>Applicant shall provide site plans that clearly and legibly show the work area and scope of work within the Public right-of-way. All relevant Public Works standards for the proposed work shall be called out on this site plan.</p>
<input type="checkbox"/>	<p><u>Traffic and Pedestrian Control Requirements:</u></p> <p>For any work proposed within secondary and/or major arterial streets, a site-specific Temporary Traffic Control Plan (TCP) that is designed and signed/sealed by a Registered Civil or Traffic Engineer Licensed in the State of California, is required.</p> <ul style="list-style-type: none"> The City’s Street Classification map can be found here (Page 22 of 56): City of El Segundo Master Plan of Streets <p>For work proposed within non-arterial streets, all work sites must comply with the applicable TCP requirements below:</p> <ul style="list-style-type: none"> Latest edition of the Standards Specifications for Public Works Construction, Temporary Traffic Control Section (SSPWC, “Greenbook”). The Work Area Traffic Control Handbook (WATCH) — latest published edition. The California Manual on Uniform Traffic Control Devices (CA MUTCD) — latest published edition. <p>All TCP submissions are subject to thorough review by the Public Works Department. TCP’s shall comply with the following requirements: TCP Requirements</p>
<input type="checkbox"/>	<p><u>Other Agency Permits and City Building Permits:</u></p> <p>If the project is multi-jurisdictional, then copies of the approved right-of-way permits from the other agencies (i.e., other municipalities, LA County, Caltrans, etc.) shall be provided to El Segundo Public Works prior to issuance of the El Segundo Public Works encroachment permit.</p> <p>If your project is associated with a City of El Segundo Building Permit issued by the Community Development Department, then the applicant shall note the Building permit number in the encroachment permit application.</p>
<input type="checkbox"/>	<p><u>Payment of Encroachment Permit Fees and Permit Issuance:</u></p> <p>Fees shall be prepared and provided to the applicants when the encroachment permit is ready for issuance. The fees charged are per the City’s Fee Schedule. Applicants can</p>

	<p>review the current City Fee Schedule under Master Fee Schedule at: City of El Segundo Master Fee Schedule</p> <p>Upon payment, the official permit is issued and the mandatory pre-construction meeting with our Public Works Inspector may be scheduled.</p>
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2) Applying to Drain a swimming pool or decorative fountain

Swimming pools or decorative fountains shall be drained into a private property’s sewer cleanout or into a City sewer manhole. Encroachment permits for draining a private swimming pool or decorative fountain need only be obtained when draining into a City sewer manhole. The pool or fountain water shall be dechlorinated/ dibrominated prior to draining regardless of where it’s being drained.

<input type="checkbox"/>	<p><u>Contractor Information:</u></p> <ul style="list-style-type: none"> • Company Name/Contact Name • Mailing address of business • Phone/Cell number of contact person (i.e., Job Foreman) • Email • Valid Contractor State License Number
<input type="checkbox"/>	<p><u>Property Owner Information:</u></p> <ul style="list-style-type: none"> • Contact Name • Property Address • Phone/Cell number of contact person • Email
<input type="checkbox"/>	<p><u>Contractor’s City of El Segundo Business License:</u></p> <p>All contractors working within the City of El Segundo shall have a City Business License (also known as a Business Tax Registration).</p> <p>Contractors applying for encroachment permits shall provide proof of their City Business License as part of the encroachment permit process. A Business License can be applied for here: Business Tax Registration El Segundo</p>
<input type="checkbox"/>	<p><u>Contractor Insurance Requirements:</u></p> <p>Contractors applying for encroachment permits shall provide their latest valid insurance certificate that complies with the insurance requirements shown on the Encroachment Permit Conditions here: Insurance Requirements</p>
<input type="checkbox"/>	<p><u>Proposed Work Description:</u></p> <p>Applicant shall provide on the permit application the date and time when the swimming pool water will be drained into the property cleanout or City sewer manhole.</p>

<input type="checkbox"/>	<p><u>Payment of Encroachment Permit Fees and Permit Issuance:</u></p> <p>Fees shall be prepared and provided to the applicants when the encroachment permit is ready for issuance. The fees charged are per the City's Fee Schedule. Applicants can review the current City Fee Schedule under Master Fee Schedule at: City of El Segundo Master Fee Schedule</p> <p>Upon payment, the official permit is issued and the mandatory pre-construction meeting with our Public Works Inspector may be scheduled.</p>
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3) Temporary No Parking Sign for Moving Trucks or Moving Containers

The City's preference is to have moving trucks or moving containers placed on private property. Only apply if this is not feasible.

<input type="checkbox"/>	<p><u>Moving Company Information:</u></p> <ul style="list-style-type: none"> • Company Name/Contact Name • Mailing address of business • Phone/Cell number of contact person (i.e., Job Foreman) • Email
<input type="checkbox"/>	<p><u>Owner Information:</u></p> <ul style="list-style-type: none"> • Contact Name • Property Address • Phone/Cell number of contact person • Email • Dates and Times for the No Parking Sign (max of two weeks)
<input type="checkbox"/>	<p><u>Moving Company Insurance Requirements:</u></p> <p>Contractors applying for encroachment permits shall provide their latest valid insurance certificate that complies with the insurance requirements shown on the Encroachment Permit Conditions here: Insurance Requirements</p>
<input type="checkbox"/>	<p><u>Proposed Work Description:</u></p> <p>Applicant shall provide on the permit application a comprehensive proposed work description for the work in the Public right-of-way. Provide dates and times when moving truck/container is needed and size of the truck/pod.</p>
<input type="checkbox"/>	<p><u>Site Plan Location Requirements:</u></p> <p>Satellite photo showing location of moving truck/containers in Public right-of-way.</p>

	<p>Note that moving trucks/containers are only allowed in front of the associated property and may not be placed in front of a neighboring property.</p> <p>Moving trucks/containers are prohibited from the following areas:</p> <ul style="list-style-type: none">• Commercial Areas• Grand Ave.• El Segundo Blvd.• Main St.• Maple Ave. (North Side of Maple Ave between Main St and Lomita St.)• Mariposa Ave.
<input type="checkbox"/>	<p><u>Payment of Encroachment Permit Fees and Permit Issuance:</u></p> <p>Fees shall be prepared and provided to the applicants when the encroachment permit is ready for issuance. The fees charged are per the City's Fee Schedule. Applicants can review the current City Fee Schedule under Master Fee Schedule at: City of El Segundo Master Fee Schedule</p> <p>Upon payment, the official permit is issued and the mandatory pre-construction meeting with our Public Works Inspector may be scheduled.</p>