



## 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://www.elsegundo.org/government/departments/public-works/engineering/encroachment-permits/encroachment-permit>, make sure you have the following information available:

#### 1) Construction-Related Encroachment Permit Application

<input type="checkbox"/>	Contractor Information: <ul style="list-style-type: none"><li>• Company Name/Contact Name</li><li>• Mailing address of business</li><li>• Phone/Cell number of contact person</li><li>• Email</li><li>• Contractor State License Number</li><li>• City of El Segundo Business License Number (please contact the City Business License Division at 310-524-2317 regarding your application and/or associated inquiries)</li></ul>
<input type="checkbox"/>	Contractor Insurance Certificate <a href="https://www.elsegundo.org/home/showpublisheddocument/1193/637145914631000000">https://www.elsegundo.org/home/showpublisheddocument/1193/637145914631000000</a>
<input type="checkbox"/>	Proposed work description in the public right-of-way areas must be comprehensive
<input type="checkbox"/>	Site Plan/Construction Plan – clearly show the work area and scope of work
<input type="checkbox"/>	Traffic and Pedestrian Control Plan – must be designed, signed and stamped by a registered traffic engineer in the state of California
<input type="checkbox"/>	Other approved permits – if your project is multi-jurisdiction, copies of the approved encroachment permits from the other agencies must be submitted as part of your application package
<input type="checkbox"/>	Payment of Encroachment Permit Fees – current fee is listed on the permit. You can also review the current City Fee Schedule under Master Fee Schedule at: <a href="http://www.elsegundo.org/government/departments/finance/financial-reports">www.elsegundo.org/government/departments/finance/financial-reports</a>

## 2) Draining a swimming pool permit

<input type="checkbox"/>	<p>Owner Information:</p> <ul style="list-style-type: none"><li>• Contact Name</li><li>• Property Address</li><li>• Phone/Cell number of contact person</li><li>• Email</li><li>• Date and Time when the swimming pool water will be draining to the City sewer system</li></ul>
<input type="checkbox"/>	<p>Payment of Encroachment Permit Fee for draining a swimming pool – current fee is listed on the permit. You can also review the current City Fee Schedule under Master Fee Schedule at: <a href="http://www.elsegundo.org/government/departments/finance/financial-reports">www.elsegundo.org/government/departments/finance/financial-reports</a></p>

## 3) Temporary No Parking Sign for moving trucks

<input type="checkbox"/>	<p>Owner Information:</p> <ul style="list-style-type: none"><li>• Contact Name</li><li>• Property Address</li><li>• Phone/Cell number of contact person</li><li>• Email</li><li>• Dates and Times for the No Parking Sign (max of two weeks)</li></ul>
<input type="checkbox"/>	<p>Moving Truck Provider Insurance Certificate <a href="https://www.elsegundo.org/home/showpublisheddocument/1193/637145914631000000">https://www.elsegundo.org/home/showpublisheddocument/1193/637145914631000000</a></p>
<input type="checkbox"/>	<p>Payment of Encroachment Permit Fees for Moving Truck No Parking Sign – current fee is listed on the permit. You can also review the current City Fee Schedule under Master Fee Schedule at: <a href="http://www.elsegundo.org/government/departments/finance/financial-reports">www.elsegundo.org/government/departments/finance/financial-reports</a></p>

#### 4) Moving Pod Encroachment Permit

<input type="checkbox"/>	<p>Owner Information:</p> <ul style="list-style-type: none"> <li>• Contact Name</li> <li>• Property Address</li> <li>• Phone/Cell number of contact person</li> <li>• Email</li> <li>• Dates and Times for the No Parking Sign (max of two weeks)</li> </ul>
<input type="checkbox"/>	<p>Moving POD Provider Insurance Certificate  <a href="https://www.elsegundo.org/home/showpublisheddocument/1193/637145914631000000">https://www.elsegundo.org/home/showpublisheddocument/1193/637145914631000000</a></p>
<input type="checkbox"/>	<p>Payment of Encroachment Permit Fee for placing a moving pod in front of property – current fee is listed on the permit. You can also review the current City Fee Schedule under Master Fee Schedule at:  <a href="http://www.elsegundo.org/government/departments/finance/financial-reports">www.elsegundo.org/government/departments/finance/financial-reports</a></p>

Please note that the process for issuing encroachment permits for moving pod involves the following steps:

1. The City will review the permit application – the review will involve:
  - 1.1 Field assessment – city staff will check to see if the property cannot accommodate the moving pod or if the moving pod is impossible to be in the private property. If the moving pod cannot be placed in the private property, then staff will continue to review the permit application.
  - 1.2 Insurance – the owner will need to obtain a copy of the insurance of the moving pod provider. The insurance will have to endorse the City, its representatives and the public right-of-way area where the pod will be placed.
  - 1.3 If approved for permit, the moving pod will only be placed at a city-approved location typically in front of the property, not neighbor’s or across the street.
2. If approved for permit, the applicant will need to pay the permit fees.
3. If approved for permit, the applicant will need to coordinate the moving pod delivery and pick up with the City Public Works Department Inspector