



# NOTICE

## Encroachment Permit Processing Modifications:

The purpose of this notification is to inform our customers that there will be two (2) changes made to the processing of Encroachment Permits effective May 1, 2012. The changes will be as follows:

1.) Encroachment Permit Processing Fee:

The collection of the Encroachment Permit processing fee (\$80.00) will now be collected at the time when an Encroachment Permit Application is submitted. Currently this fee is collected when an Encroachment Permit is issued for construction together with the plan check and inspection fees. The plan check and inspection fees will remain the same and will be collected as they currently are, at the time of Permit issuance.

The Encroachment Permit Application and Plans can be submitted for review at:

**City Hall, Room 5  
Public Works Department Engineering Development Services  
100 Santa Rosa Avenue**

2.) Encroachment Permit Expiration:

The Encroachment Permit duration is the time frame from when the permit is issued and extends to a set period of time. The time frame as designated in the City Street Encroachment Ordinance starts from the date of issuance of the Encroachment Permit. The permittee shall commence the work authorized by a permit within **90 days of the permit issuance**. If the work has not commenced within the time frame, then the permit shall become void, unless an extension of time has been requested and granted prior to original permit time frame expiration. If an extension is not requested and granted during this time period an additional Non-Refundable Application Processing Fee will be charged prior to commencement of work.