



**Department of Public Works**  
**4722 Manhattan Beach Blvd. Lawndale, CA 90260**  
Permit Counter Hours  
7:00 – 8:30 am & 3:30 - 5:00 pm; Closed on Fridays  
(310) 973-3260

### **Encroachment Permit Requirements**

The use of an Encroachment Permit is required when any person deposits or maintains in or upon any public street, parkway, sidewalk, alley, park, or other public land, such as:

1. Moving container, Temporary fencing, Protective canopy, Building material, Dumpster or roll-off
2. Equipment in connection with any building or other work upon adjacent private property.

No work shall be performed within the public right-of-way without first obtaining an Encroachment Permit. **All items listed below must be submitted for permit review which can take up to three (3) days.**

#### **REQUIRED DOCUMENTS AT TIME OF APPLICATION**

- \_\_\_ Encroachment Permit application, completed and signed
- \_\_\_ Two (2) sets of plans (24 x 36) with a detailed description of the scope of work.
- \_\_\_ Traffic Control Plan – stamped and signed by Civil Engineer or Registered Traffic Engineer.
- \_\_\_ Insurance Certificates as identified below
- \_\_\_ Proof of current insurance for permittee or contractor doing the work. The City of Lawndale must be included as additionally insured on the policy. This must include the following text: **The City of Lawndale, the City Council and each member thereof, members of boards and commissions, every officer, agent, official, employee and volunteer**
  - General Liability of a minimum of \$1,000,000 for each occurrence for all covered losses and no less than \$2,000,000.00 general aggregate.
  - Comprehensive automobile liability insurance in an amount not less than \$1,000,000 per accident, combined single limit. Said policy shall include coverage for owned, non-owned, leased and hired cars.
  - Worker’s Compensation Insurance Policy.
  - If you are not the owner of the company requesting the Permit, a letter of authorization is required naming the person authorized to obtain the permit on the company’s behalf.
  - All work within the public right-of-way shall be performed by a state licensed contractor of the proper license class.
  - Permit shall become null and void if work permitted thereby is performed in violation of any applicable Federal, State or local law, rule or regulation, including this permit guideline.



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**ENCROACHMENT PERMIT APPLICATION**

Application is hereby made for permission to encroach onto or over the property or right-of-way.

Today's Date: \_\_\_\_\_

Job Site Address: \_\_\_\_\_

**APPLICANT**

Name: \_\_\_\_\_

- Applicant is (check only one)    Tenant\_\_\_\_\_    Owner\_\_\_\_\_    Other\_\_\_\_\_

Name of Property Owner: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Applicant Business License No. if applicable: \_\_\_\_\_

Emergency Contact Name: \_\_\_\_\_ Phone\_\_\_\_\_

**UTILITY COMPANY RELATED TO THIS APPLICATION (if applicable)**

Company: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_                      State: \_\_\_\_\_                      ZIP \_\_\_\_\_

Phone: \_\_\_\_\_                      Email: \_\_\_\_\_

**CONTRACTOR**

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_



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City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

CA State License No.: \_\_\_\_\_

Lawndale Business License No.: \_\_\_\_\_

Emergency Contact Name: \_\_\_\_\_ Phone \_\_\_\_\_

**Scope of Work** (detailed description required)

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1. Estimated Start Date: \_\_\_\_\_ Estimated End Date \_\_\_\_\_

2. Is this work related to a wireless facility? \_\_\_\_ Yes \_\_\_\_ No

3. (SCE only) TD#: \_\_\_\_\_

4. (SCE only) Will this work cause a scheduled power outage? \_\_\_\_ Yes \_\_\_\_ No

If yes, were affected residents notified? \_\_\_\_ Yes \_\_\_\_ No If no, when will they be notified? \_\_\_\_\_

5. Will work occur during the night hours? (7:00 p.m. – 7:00 a.m.) \_\_\_\_ Yes \_\_\_\_ No

If yes, what is the start time \_\_\_\_\_ and end time \_\_\_\_\_

Please justify the need to work during the night \_\_\_\_\_

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6. TRAFFIC LANE to be closed? \_\_\_\_ Yes \_\_\_\_ No



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If yes, how many lanes: \_\_\_\_\_ How many days? \_\_\_\_\_

**7. PARKING LANE** to be closed? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, how many lanes: \_\_\_\_\_ How many days? \_\_\_\_\_

**8. NO PARKING TOW AWAY** signs needed? \_\_\_\_\_ Yes \_\_\_\_\_ No If yes, linear feet? \_\_\_\_\_

If yes, what are the “No Parking” sign limits? \_\_\_\_\_ to \_\_\_\_\_  
address address

**9. STREET** to be closed? \_\_\_\_\_ Yes \_\_\_\_\_ No If yes, provide number of days \_\_\_\_\_

**10.** Will the work require the **Concrete** to be **Removed** or **Replaced**? \_\_\_\_\_ Yes \_\_\_\_\_ No  
**Sidewalk** \_\_\_\_\_ Yes \_\_\_\_\_ No **Drive Approach** \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, provide square feet of concrete: \_\_\_\_\_

**11.** Will work be performed within the **Parkway**? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, provide amount of square feet affected: \_\_\_\_\_

**12.** Will work involve **PAVEMENT CUT**? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, provide amount of square feet affected: \_\_\_\_\_

**13.** Will **ROADWAY STRIPING** be affected? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, provide a detailed description:

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***Following the issuance of the permit and if a street closure is required, the contractor shall notify and coordinate with the LA County Fire Department at (310) 676-4606 and the L.A. County Sheriff's Department at (310) 219-2750.***