



# CITY OF SOUTH PASADENA

## Public Works Department

1414 Mission Street - South Pasadena - CA. 91030

Phone (626) 403 7240 \_ Fax (626) 403 7241

Email: publicworkspermits@southpasadenaca.gov

### **ENCROACHMENT / STREET USE PERMIT**

**Permit Number:** \_\_\_\_\_

**Permit Fees:** Encroachment Basic: \$124.00    Encroachment Dumpster: \$106.00

**Surety Bond/Deposits:** (as required) \$ \_\_\_\_\_

**Owners Name:** \_\_\_\_\_

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

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Tele:** \_\_\_\_\_ **fax:** \_\_\_\_\_

**Contractor:** \_\_\_\_\_

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

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Tele:** \_\_\_\_\_ **fax:** \_\_\_\_\_

**City Bus. Lic. No.:** \_\_\_\_\_ **State Lic. No.:** \_\_\_\_\_

**START:** \_\_\_\_\_  
(Date and Time)

**END:** \_\_\_\_\_  
(Date and Time)

**Location:** \_\_\_\_\_

**Description:** \_\_\_\_\_

### **Bins and Roll-Off Containers**

Please Note:

The City of South Pasadena has an exclusive agreement with Athens Services for refuse removal; as such if your construction or demolition project necessitates use of a container you **MUST** use Athens Services. Please contact Athens Services at (888) 336-6100. No other refuse services are permitted.

The content of your container will be processed at a material recovery facility and all viable recyclables will be recovered and diverted from landfill.

ENCROACHMENT PERMIT REQUIREMENTS

- 1.) The Public Works/Engineering Department shall be contacted 10 days prior to the start of the encroachment in the City Right-Of-Way (street and/or parkway). This is to ensure the coordination between contractor work and City planned or unplanned work.
- 2.) Two lanes of traffic must be maintained at all times unless flagmen are on the job conducting traffic control. An approved traffic control plan may be required by the City Engineer.
- 3.) Materials shall be placed only in front of the site or as permitted by the City Engineer.
- 4.) Traffic control devices and or barricades shall be in place prior to the placement of encroachments within the City Right-Of-Way.
- 5.) In the event, that a traffic signal at an intersection is affected by a planned power outage it's the responsibility of the owner/contractor to notify the City of this affected traffic signal.
- 6.) This permit has an allowable time limit of \_\_\_\_\_ days and may be extended by the Public Works Department.
- 7.) Overnight storage of materials shall require lighted barricades or as permitted by the City Engineer.
- 8.) A certificate of General Liability Insurance Naming the City of South Pasadena as the Additional Insured shall be required prior to issuance of a permit.
- 9.) Any overtime costs incurred by the City (As related to the permitted work) shall be paid for by the Applicant.
- 10.) In the event temperatures are expected to reach 96 degrees or higher, planned power outages shall be rescheduled.

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

Date: \_\_\_\_\_

\*\* For Office Use Only \*\*

Approved      or      Denied    (circle one) By: \_\_\_\_\_ Date: \_\_\_\_\_

Initial Inspection By: \_\_\_\_\_ Date: \_\_\_\_\_

Comments: \_\_\_\_\_

Final Inspection By: \_\_\_\_\_

Comments: \_\_\_\_\_