



Public Works Department Encroachment Permit Application Procedure

Encroachment Permit Application

Permit application form may be found on our City website at
<https://sandimasca.gov/pwpermits/>

All encroachment permit applications shall be submitted via email directed to
publicworks@sandimasca.gov

When making a **permit application** make sure to include the following information:

1. **Completed Permit Application Form including Work Order Number/Job Reference Number**
2. **Insurance documents (Certificate of General Liability Insurance and Worker's Compensation Insurance with endorsements)**
3. **Traffic Control Plans**
4. **Any other plans that may apply**
5. **Indicate if an electrical power outage is associated with the work and if so, will any traffic signals be impacted**

*If request is made via email, include the words **"Permit Application"** as part of that subject title given

Once the permit application has been processed, reviewed, and approved a permit will be generated. The generated permit will be emailed to the applicant. **The permit will not be valid until the City receives a signed copy and payment.** Permit may be printed, signed, scanned, and emailed back to publicworks@sandimasca.gov Original signed permit and check for payment shall be mailed to City Hall at:

Attn: Public Works Dept
City of San Dimas
245 E. Bonita Ave.
San Dimas, Ca 91773

Payment may also be made online using the permit number as the reference number at
<https://dpm.bankofthewest.com/ebpp/sandimasca/Login/Index>

For any further questions or concerns, please contact the Public Works Department at (909) 394-6240 or via email at publicworks@sandimasca.gov