



City of El Centro
Engineering Division
1275 West Main Street
El Centro, CA 92243
(760) 337-5182
(760) 337-3856 - FAX

CITY OF EL CENTRO

Encroachment Permit Application

FORM

ED-001

July 2026

MUST BE FULLY COMPLETED BY APPLICANT. INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.

1. **Project Address/Location:** Include Building or Suite No.
Address: _____, El Centro, CA 92243

Project No. For City Use Only

ENCR-

2. **Project Title:** (if applicable)

Assessor's Parcel Number:

3. **Brief Project Description:**

Start Date: _____ End Date: _____

4. **Site Plan:** Applicant is required to provide a site plan showing the extents of work, dimensions, depths, materials and adjacent structures. Is a Site Plan attached to this application? ☐ Yes ☐ No

5. **Traffic Control:** If project will require sidewalk closure or partial or complete road closure, a traffic control plan must be provided with this application. Is traffic control required for this work? ☐ No ☐ Yes, Traffic Control Plan is attached

6. **Insurance:** Proof of General Liability Insurance (GLI) listing the City of El Centro and its employees as an additional insured is required. Is a copy of GLI attached to this application?
☐ Yes ☐ No, this is minor residential work, I have attached a copy of my home insurance policy.

7. **Property Owner/Lessee Tenant Name:** Check one ☐ Owner ☐ Lessee or Tenant
Name: _____ Telephone: _____ Fax: _____

Address: _____ City: _____ State: _____ Zip Code: _____ E-mail Address: _____

8. **Work to be Completed By:** ☐ Owner/Builder (skip to No. 11) ☐ Contractor (continue to No. 9)

9. **Permit Holder Name (if other than owner)** – This is the contractor, person or entity that is granted authority by the property owner to be responsible for scheduling inspections, receiving notices of failed inspections, permit expirations or revocation, who has the right to cancel the approval, and is the emergency contact after-hours (in addition to the property owner):

Name: _____ Telephone: _____ Cell phone: _____ Fax: _____

Address: _____ City: _____ State: _____ Zip Code: _____ E-mail Address: _____

10. **Contractor Information (if not Owner/Builder):**

California Contractor License No./Classification (A or C#): _____

City of El Centro Business License No.: _____ (Provide Copy)

Notice on Contractor's License: Contractor License shall correspond to the type of work being performed (i.e. a concrete driveway, sidewalk, and curb/gutter requires California Classification A or Classification C8).

11. **Notice of Violation** – If you have received a Notice of Violation, a copy must be provided at the time of project submittal. Is there an active code enforcement violation case on this site? ☐ No ☐ Yes, copy attached

Notice: The City reserves the right to revoke any Encroachment Permit at any time if any of the terms of this permit are violated. Please allow two (2) days minimum for approval of submittal. **Engineering Division must be notified twenty-four (24) hours in advance of required inspections.** Each Encroachment Permit is effective for a period of thirty (30) days unless otherwise approved by engineer. Permits may be renewed an additional thirty (30) days if approved by the Engineering Division.

General Provisions: This application is subject to the Encroachment Permit General Provisions. A copy of the General Provisions is available at this department and will be attached with the approved permit. By signing this application, you agree to comply with the General Provision's requirements.

Standard Processing Fee: Three hundred sixty-two dollars and one cent (\$362.01), made payable to the City of El Centro. May be waived for non-profit organizations and government entities. Renewal fee is half the Standard Processing Fee.

Small Cell Processing Fees: Replaces the standard fee. Five hundred seventy-one dollars and twenty cents (\$571.20) for up to five (5) collocations and one hundred dollars (\$100) for each additional collocation on existing pole, plus one thousand dollars (\$1,000) for each new pole of small wireless facilities complying to City Ordinance Section 23-10 through 23-14. Annual permit renewal/attachment fee of \$270 per location applies one year after initial approval and yearly thereafter.

Applicant's Signature: I certify that I have read this application and state that the above information is correct, and that I am the property owner, authorized agent of the property owner or other person having a legal right, interest or entitlement to the use of the property that is the subject of this application. I understand that the applicant is responsible for knowing and complying with the governing policies and regulations applicable to the proposed development or permit. The City is not liable for any damages or loss resulting from the actual or alleged failure to inform the applicant of any applicable laws or regulations, including before or during final inspections. City approval of a permit application, including all related plans and documents, is not a grant of approval to violate any applicable policy or regulation, nor does it constitute a waiver by the City to pursue any remedy which may be available to enforce and correct violations of the applicable policies and regulations. I authorize representatives of the City to enter the above-identified property for inspection purposes.

Signature: _____ Date: _____

THIS SITE/IMPROVEMENT PLAN IS NOT VALID UNLESS AN ENCROACHMENT PERMIT IS ATTACHED



ENGINEERING DIVISION
1275 MAIN ST.
EL CENTRO, CA 92243
760-337-5182
760-337-3856 (FAX)

**SITE / IMPROVEMENT
PLAN**

SITE ADDRESS _____

EL CENTRO, CA 92243

PERMIT NUMBER:

ENCR-

NOTES:

1. THE CONTRACTOR SHALL SUBMIT A TRAFFIC CONTROL PLAN (11'X17") FOR APPROVAL BY THIS DEPARTMENT WITH THIS APPLICATION. FOR QUESTIONS, CALL (760) 337-5182. CONTRACTOR SHALL NOTIFY CITY A MINIMUM OF TWO (2) WORKING DAYS PRIOR TO STARTING WORK, AND A MINIMUM OF FIVE (5) DAYS IF WORK WILL AFFECT A BUS STOP OR AN EXISTING TRAFFIC SIGNAL, OR WILL REQUIRE A ROAD OR ALLEY CLOSURE.
2. THE CONTRACTOR SHALL BE RESPONSIBLE FOR CLEANUP OF ALL SILT AND MUD ON ADJACENT STREET(S), DUE TO CONSTRUCTION VEHICLES OR ANY OTHER CONSTRUCTION ACTIVITY, AT THE END OF EACH WORK DAY, OR AFTER A STORM EVENT CAUSES A BREACH IN INSTALLED CONSTRUCTION BMPs THAT COMPROMISES STORM WATER QUALITY WITHIN ANY STREET(S). A STABILIZED CONSTRUCTION EXIT MAY BE REQUIRED TO PREVENT CONSTRUCTION VEHICLES OR EQUIPMENT FROM TRACKING MUD OR SILT ON TO THE STREET.
3. THE STORAGE OF ALL CONSTRUCTION MATERIALS AND EQUIPMENT MUST BE PROTECTED AGAINST ANY POTENTIAL RELEASE OF POLLUTANTS THE ENVIRONMENT.
4. A CONCRETE WASHOUT SHALL BE PROVIDED ON ALL PROJECTS THAT PROPOSE THE CONSTRUCTION OF CONCRETE IMPROVEMENTS THAT ARE TO BE POURED IN PLACE ON SITE.
5. BEFORE EXCAVATION, CALL UNDERGROUND SERVICE ALERT 811.
6. THE CONTRACTOR IS RESPONSIBLE FOR THE COST OF REPLACING ALL SURVEY MONUMENTS WHICH ARE DAMAGED OR DESTROYED BY CONSTRUCTION. PRIOR TO CONSTRUCTION, SURVEY MONUMENTS THAT ARE LOCATED IN THE CONSTRUCTION WORK AREA SHALL BE TIED-OUT AND REFERENCED BY A LAND SURVEYOR. UPON COMPLETION OF CONSTRUCTION, ALL DESTROYED SURVEY MONUMENTS ARE REQUIRED TO BE REPLACED, AND A CORNER RECORD OR RECORD OF SURVEY SHALL BE PREPARED AND FILED WITH THE COUNTY SURVEYOR AS REQUIRED BY THE PROFESSIONAL LAND SURVEYORS ACT, SECTION 8771 OF THE BUSINESS AND PROFESSION CODE OF THE STATE OF CALIFORNIA.
7. IF ANY VERTICAL CONTROL IS TO BE DISTURBED OR DESTROYED, THE CITY OF EL CENTRO MUST BE NOTIFIED, IN WRITING, AT LEAST 3 DAYS PRIOR TO THE CONSTRUCTION. THE CONTRACTOR WILL BE RESPONSIBLE FOR THE COST OF REPLACING ANY VERTICAL CONTROL BENCHMARKS DESTROYED BY THE CONSTRUCTION.
8. ALL APPROVALS GRANTED HEREON ARE BASED ON INFORMATION PROVIDED BY THE APPLICANT. APPROVAL OF THIS PERMIT DOES NOT AUTHORIZE VIOLATION OF ANY CODES OR REGULATIONS. THE CITY ENGINEER RESERVES THE RIGHT TO MODIFY THE WORK TO BE DONE, AS ACTUAL FIELD CONDITIONS MAY DICTATE.

SPECIFICATIONS/STANDARD DRAWINGS:

ALL WORK SHALL BE DONE IN ACCORDANCE WITH THIS PLAN, THE STANDARD SPECIFICATIONS FOR PUBLIC WORKS CONSTRUCTION, AND THE CITY OF EL CENTRO STANDARD DRAWINGS, AS LAST AMENDED.

CONDITIONS

CITY USE ONLY

THE FOLLOWING CONDITIONS APPLY:

NOTIFY THE FOLLOWING 24 HOURS PRIOR TO COMMENCING WORK:

- ☐ UNDERGROUND SERVICE ALERT 811
- ☐ FIRE 760.337.4530
- ☐ POLICE 760.352.2111
- ☐ PUBLIC WORKS 760.337.4505
- ☐ OTHER

CONDITIONS:

- ☐ COMPLY WITH CITY STANDARDS REFERENCED BELOW
- ☐ PROVIDE SURVEING CUT SHEET FOR APPROVAL PRIOR TO INSPECTION REQUEST
- ☐ CALL ENGINEERING PRIOR TO POURING CONCRETE
- ☐ CALL ENGINEERING PRIOR TO COVERING UTILITY
- ☐ CALL ENGINEERING PRIOR TO PLACING BASE
- ☐ CALL ENGINEERING PRIOR TO PLACING ASPHALT
- ☐ CONTACT PUBLIC WORKS TO SCHEDULE WET TAP INSPECTION (INSPECTION FEES APPLY)

ADDITIONAL CONDITIONS:

☐

APPLICABLE STD DRAWINGS:

NUMBER

DESCRIPTION

VICINITY MAP

COMPLETED BY APPLICANT

NTS

ENGINEERING DIVISION
APPROVED SITE/IMPROVEMENT PLAN

ENCR-
ENCROACHMENT PERMIT NUMBER

SIGNATURE

DATE

SHEET 1 OF _____

PREPARED FOR:

NAME: _____

ADDRESS/PHONE: _____

PREPARED BY:

NAME: _____

ADDRESS/PHONE: _____

PERMIT NUMBER:

ENCR-