



Engineering Permits – Instructions and Requirements for a Concord Encroachment Permit

Instructions:

1. **Application:** Applicant submits an application on the City's Online Permit Portal: Job site, street address, date, Permittee and their street address (no. P.O.) and phone number, Contractor and their address and phone, State and City business licenses, starting and completion dates, contact name and phone, description of work. If application relates to a City job, provide project name and number. Please write subdivisions name and file number.
2. **General Liability Insurance:** Applicant will provide a certificate showing commercial general liability insurance policy in force naming the City of Concord as an additional insured in an amount of not less than one million dollars (\$1,000,000.00) per person and per occurrence combined single limit. The contractor furnishes a certificate of general liability to each Encroachment permit. Utility companies are not required to submit this information. Homeowners proposing to do their own work will need to show proof of insurance, usually in the form of a certificate from the homeowner's policy.
3. **Worker's Compensation and Contractor's Licensing:** Contractor is required to provide proof of worker's compensation insurance.
4. **Working Plans:** Applicant submits a set of plans for the work to be done. Applicant does not need to submit plans for Capital Improvement Program (CIP) projects. Other plans and/or documents may be required.
5. **Payment:** Fees will be collected prior to issuance of the Encroachment permit. Applicants seeking Encroachment permits related to CIP projects are not required to pay permit related fees and will be issued "no fee" Encroachment permit. Utility Companies will be billed later for their Encroachment permits if applicable.
6. **City Processing:** City Staff will review the application and either process the Encroachment permit or deny the application pending additional information from the applicant.

Required Documents:

- A set of plans showing the proposed improvements. No plans are necessary when the project has been through the improvement plan review process.
- Completed Insurance Policy Endorsement
- Completed Certificate of Insurance showing the City of Concord as certificate holder.
- Completed Automobile Liability Special Endorsement Form
- Completed Worker's Compensation and Employer's Liability Special Endorsement
- Engineer's estimate or statement of value of work within the public right of way
- A Performance Bond for 100% of the work within the public right of way or a \$1,000.00 whichever is greater. The City will accept either a commercial or a cash bond.
- CAL-OSHA permit (required only when excavation is in excess of 5-feet deep)

No fees are required at the time of permit application review. The City will review the required information, determine the permit conditions, permit fees and if any additional information is required. The applicant will be notified of the fees due when the permit is ready for issuance. If you have any questions, please contact Current Development at (925) 671-3425.