



CITY of CALABASAS

# ENCROACHMENT PERMIT APPLICATION

**CITY OF CALABASAS**  
**Public Works**  
Department

## PROJECT INFORMATION

Site Address:  
Type of Encroachment:  
Project Description:

The City of Calabasas issues Encroachment Permits, which are permits required for all work or placement of objects within the public works right of way. Permits help to protect the public and the contractor from unsafe conditions, ensure proper placement of materials in the right-of-way, prevent obstruction of underground facilities, protect against damage to existing facilities, guarantee that the work will be done in accordance with all applicable standards and specifications and establish quality control inspections.

Any person working within the public right-of-way must obtain a permit from the City

Public Works permit applications and documents are submitted electronically through the [online portal](#).

**Applications submitted without all of the required information and documents will be denied and returned to the applicant.**

Date:  
Start Date: Completion Date:

## APPLICANT INFORMATION

Name:  
Company:  
Phone:  
Email:  
Address:  
  
Emergency Contact:  
USA#: Date:  
Contractor License #:

## OWNER INFORMATION

Name:  
Company:  
Phone:  
Email:  
Address:  
  
Emergency Contact:

### Public Works

City of Calabasas  
100 Civic Center Way  
Calabasas, CA 91302

Public Works Website  
(818) 224-1600  
PWPermits@cityofcalabasas.com

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## PROJECT DETAILS

Type of Storm Water Plan:

Traffic Control:

Number of Driveway Openings within 20' of Working Area:

Number of Intersections within 500' of Working Area:

Scope of Work:

Curb Work:	Linear Feet:
Gutter Work:	Linear Feet:
Sidewalk Work:	Linear Feet:
Paving Work:	Linear Feet:

## CHECKLIST

- Certificate of Liability
- Traffic Control Plan
- Construction Site Plan
- Storm Water Plan (if applicable)
- Other Agency Permit (if applicable)

## CERTIFICATION

I certify that the information provided in this application is true and accurate to the best of my knowledge. I understand that all work covered by this permit must be performed by a licensed contractor in good standing with the Contractor's State License Board (CSLB) and must comply with all applicable Calabasas Municipal Code. I further acknowledge that if the completed work does not meet requirements, I am responsible for correcting all deficiencies prior to the final inspection.

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

## INSPECTION REQUIREMENTS

Final inspection is required prior to release of bonds and permit sign-off. Additional provisions are part of this permit.

**Disclaimer:** By issuance of this permit, you are consenting to all inspections, as per the City of Calabasas Department of Public Works policies and procedures, of any and all Public Works inspection items, including, but not limited to, construction within the public right-of-way.