



DEVELOPMENT
SERVICES

MEMORANDUM

DATE: October 1, 2021

TO: Stephen Carrillo, P.E., Senior Engineer – Development Engineering

FROM: Marissa Diaz, P.E., Senior Manager - Capital Engineering 

SUBJECT: **Encroachment Permit Applicants**

This Memorandum shall supersede the October 1, 2001 Memorandum (attached), and is applicable to “over the counter” encroachment permits issued by the Capital Engineering Division.

<u>Permit Type</u>	<u>Eligible Applicant</u>
Alley Gutter	“A” Licensed Contractor
Bus Bench	“A” or “C-8” Licensed Contractor
Commercial Driveway	“A” or “C-8” Licensed Contractor
Curb and Gutter	“A” or “C-8” Licensed Contractor
Curb Drain/Core	“A” or “C-8” Licensed Contractor or Home Owner
Hauling	Anyone (if employees driving, need worker's comp)
Landscape	“A” or “C-27” Licensed Contractor
Lateral Extensions	“C-34” or “C-42” Licensed Contractors
Main Line	“A” Licensed Contractor
Median/Paving/Asphalt	“A” Licensed Contractor
Newsstand	“A” or “C-8” Licensed Contractor
Parkway Culvert or Catch Basin	“A” Licensed Contractor
Residential Driveway Approach	“A” or “C-8” Licensed Contractor
Sand/Gunite in Street	Home Owner/All Licensed Contractors
Sidewalk	“A” or “C-8” Licensed Contractor
Signal Installation	“A” Licensed Contractor
Soil Borings	“A” or “C-57” Licensed Contractor
Trash Dumpsters	Home Owner/All Licensed Contractors
Utility Service Cut	Utility Companies*

Encroachment Permits issued for public improvements conditioned on a project by the Planning Commission and/or Community Development Division shall be to “A” Licensed Contractors.

MEMORANDUM
City of Lancaster, California

Date: October 1, 2001
 To: Neil Hudson
 City Engineer
 From: Robert Neal *R Neal*
 Building and Safety Official
 Subject: **Follow-up to October 27 Meeting**

As a follow-up to our meeting of October 27, the following is my understanding of who may pull Encroachment permits:

<u>Permit Type</u>	<u>Eligible Applicant</u>
Utility Service Cut	Utility Companies
Main Line	"A" Licensed Contractor
Sidewalk	"A" Licensed Contractor <i>or C-8</i>
Residential Driveway Approach	"A or C-8" Licensed Contractor or Homeowner
Commercial Driveway	"A or C-8" Licensed Contractor
Curb and gutter	"A or C-8" Licensed Contractor
Curb Drain/Core	"A or C-8" Licensed Contractor or Homeowner
Parkway Culvert or Catch Basin	"A" Licensed Contractor
Trash Dumpsters	Homeowners/All Licensed Contractors
Sand/Gunite in Street	Homeowners/All Licensed Contractors
Hauling/Traffic	Anyone (if employees driving need worker's comp)
Signal Installation	"A" Licensed Contractor
Alley Gutter	"A" Licensed Contractor
Bus Bench	"A or C-8" Licensed Contractor
Newsstand	"A or C-8" Licensed Contractor
<i>Medians / PAVING / ASPHALT</i>	<i>"A" LICENSED "C34" + C42</i>

In addition, for all Encroachment permits, the Rider on the back of the permit must be signed, the portion of the rider that states "permit is void if work is not started and inspection not requested within 60 days" is to be circled, and the Notice to Applicant on the front of the permit is to be crossed out.

Landscaping → *Landscaping "C27"*
or A
Contractor
or A

SON BURNS
SEE EMAIL 10/1/01
"C57"