



COMMUNITY AND ECONOMIC DEVELOPMENT - REAL PROPERTY

Permanent Encroachment Permit Request

(Permanent License agreement for encroachment with renewal)

Please provide as much information as possible in order to facilitate processing of the request. Please allow at least 30 days for a response to the above request.

Development Permit Number: _____

APN: _____

Address: _____

City/State: _____

Owner/person requesting permit: _____

Phone Number: _____

Email Address: _____

Alternate Contact: _____

Alternate Contact II: _____

Description of the project / request: _____

Purpose of the encroachment: _____

Signature: _____ **Date:** _____

Please note: the encroachment permit is a license agreement whereby there is an expiration date (standard one-year term), and the renewal fee is to be remitted to the City of San Bernardino within 30 days of expiration. Applicable fees are payable to the City of San Bernardino and can be mailed to Public Works - Attention: Real Property Specialist, 290 North D Street, San Bernardino, CA 92401. If application documents and fees will be submitted in person, please call in advance to schedule an appointment.



Requirements

- ✓ Legal description and plat map showing the encroachment area prepared by a certified engineer
- ✓ Site / area map
- ✓ Pictures of area or schematic of structure to be placed in the encroachment area
- ✓ Application fee of **\$1535.30** / annual renewal fee (**\$346.80**)
- ✓ Copies of insurance certificates: commercial general liability (\$2,000,000 per occurrence / \$4,000,000 aggregate for bodily injury, personal injury, and property damage) and automobile liability insurance with \$1,000,000 combined single limit coverage, and statutory worker's compensation insurance
- ✓ City of San Bernardino to be set forth as additional named insured in each policy of insurance provided hereunder
- ✓ The certificates of insurance furnished to the City of San Bernardino shall require the insurer to notify the city of any change or termination to the policy
- ✓ If licensee is self-insured, a certificate of Self-Insurance, in a form accepted by the City of San Bernardino, may be furnished