



125 East College Street
Covina, CA, 91723
P) 626-384-5490
Building@covina.gov
www.covina.gov

Public Works

Encroachment Permit Handout

The following provides guidance to the applicant by outlining the minimum requirements for submittal of an encroachment permit and will minimize the processing time period. Encroachment Permits are required for work in the public right-of-way. Inspections are required and should be scheduled to take place prior to beginning work and upon completion. **Note that all work in the public right-of-way requires a permit to be obtained by a State Licensed Contractor.**

CONTACT INFORMATION:

Covina Engineering Department
Phone: (626) 384-5490
Email: Engineering@covina.gov

Public Works Inspections
Phone: (909) 594-9702
Email: inspections@rkagroup.com

When is an Encroachment Permit required?

- **CONSTRUCTION:** Any type of construction work **within the City public right of way**, such as temporary storage of construction materials or sidewalk closure.
- **DUMPSTER/ ROLL OFF BIN:** Before installing a trash dumpster on the public right-of-way.
- **STREET IMPROVEMENTS:** All work done in connection with street improvements, including but not limited to driveway construction, sidewalk construction, handicapped ramp construction, street light installation, traffic signal installation, landscaping, paving, sewer main installation/replacement, curb and gutter construction and storm drain installation/replacement.
- **SEWER CONNECTION:** Installation of sewer laterals, or any work to be done related to sewer connection, including trenching, traffic delineation, backfilling and compaction.
- **UTILITIES:** A utility company/contractor intending to do work on the public right-of-way.
- **STREET CLOSURE:** Temporary closure of a public street for runs, races, fairs, or parades. All applicants must submit the necessary insurance, petitioned signatures, license, and the Encroachment Application at least 30 days prior to the event. Temporary closure of a public street (one day) for construction will also require the contractor to submit the necessary insurance and approved traffic control plan.

SUBMITTAL REQUIREMENTS

The application package, at a minimum, shall include the following information and details. Only complete permit application packages will be accepted for review and processing. All work in public right-of-way shall be per Standard Specifications for Public Works Construction (S.S.P.W.C.), City standards, policies, codes and these Provisions to the satisfaction of the Public Works Director or his/her representatives.

- A complete “**Encroachment permit application**”
- 2 Sets of plans/ project-related supporting documentation:** showing the location of work proposed; relative to the right-of-way boundary or the centerline of the road. Pipelines and utilities should be shown parallel to, and at a constant distance from the right-of-way or roadway centerline. *Examples include, traffic control plans, construction plans, diagram of parkway/driveway apron improvements, etc.*
- Copy of current/ valid **Covina Business License:**
 - (Visit <https://covina.hdlgov.com/> to apply)
- Copy of current/ valid **Contractor’s State License (Class A)**



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Copy of **City-Approved Contractor's Certificate of Insurance (COI)**

- **General Liability, Automobile Liability, and Workers Compensation insurance** All insurance documents, including the required endorsement forms (for General and Automobile Liabilities), must name City of Covina as "Additionally Insured" per current insurance requirements. Please see Engineering Division for full requirement detail and samples.
 - ◆ Contractors must comply with, Section 3800 of the Labor Code, regarding Liability insurance for Workman's Compensation or undertake self-insurance before commencing any work.

PERMIT ISSUANCE

Appropriate fees apply and must be paid prior to permit issuance. Applicant will be invoiced only after all the items above have been received, reviewed, and approved by City Staff.

INSPECTIONS

Inspections are required for Encroachment Permits and should be scheduled to take place prior to beginning work and upon completion.

- **SCHEDULING INSPECTIONS:** Public Works Inspection is required prior to start work for Encroachment Permits. Please schedule your inspections at least one (1) week prior to start date and have your permit number available. To schedule, call or email RKA Group Inspections at (909) 594-9702; inspections@rkagroup.com.
 - Requesting After-Hours Work/ Inspection Clearance: Any work taking place outside normal construction hours (Monday – Friday, 8:30AM – 4:00PM) must be approved by the City Engineer. To submit request for approval contact Engineering@covina.gov at least 48 hours in advance to target start date.

NOTE:

- **Construction hours** for work in the **public right-of-way** shall be done between **8:30AM and 4:00PM**.
- Utilities damaged or broken by the permittee shall be repaired or replaced to the satisfaction of their owners at permittee's expense. Any trees, shrubbery, or landscaping damaged shall be replaced as directed by the Public Works Director.
- Any concrete to be removed shall be saw cut and replaced as directed to match existing in: color, finish and scoring. Pavement to be removed shall be restored within 30 days of installation of facilities covered under permit.
- All trenches and/or open holes shall be filled, covered, or plated and adequately barricaded at the end of each day and whenever work is not in progress.
- Pavement replacement shall be in conformance with current A.P.W.A and City Standards concrete pavement Class 560 A 3250.