



CITY OF SOUTH PASADENA

Public Works Department

1414 Mission Street - South Pasadena - CA. 91030

Phone (626) 403 7240 _ Fax (626) 403 7241

ENCROACHMENT / STREET USE PERMIT

Permit Number: _____

Permit Fees: Encroachment Basic: \$125.00 Encroachment Dumpster: \$70.00
Encroachment Other: \$_____ (see master fee schedule)

Surety Bond/Deposits: (as required) \$ _____

Owners Name: _____

Address: _____

City: _____ **State:** _____ **Zip:** _____

Tele: _____ **fax:** _____

Contractor: _____

Address: _____

City: _____ **State:** _____ **Zip:** _____

Tele: _____ **fax:** _____

City Bus. Lic. No.: _____ **State Lic. No.:** _____

START: _____
(Date and Time)

END: _____
(Date and Time)

Location: _____

Description: _____

Bins and Roll-Off Containers

Please Note:

The City of South Pasadena has an exclusive agreement with Athens Services for refuse removal; as such if your construction or demolition project necessitates use of a container you **MUST** use Athens Services. Please contact Athens Services at (626) 336-6100. No other refuse services are permitted.

The content of your container will be processed at a material recovery facility and all viable recyclables will be recovered and diverted from landfill.

ENCROACHMENT PERMIT REQUIREMENTS

- 1.) The Public Works/Engineering Department shall be contacted 24 hours prior to the start of the encroachment in the City Right-Of-Way (street and/or parkway).
- 2.) Two lanes of traffic must be maintained at all times unless flagmen are on the job conducting traffic control. An approved traffic control plan may be required by the City Engineer.
- 3.) Materials shall be placed only in front of the site or as permitted by the City Engineer.
- 4.) Traffic control devices and or barricades shall be in place prior to the placement of encroachments within the City Right-Of-Way.
- 5.) This permit has an allowable time limit of _____ days and may be extended by the Public Works Department.
- 6.) Overnight storage of materials shall require lighted barricades or as permitted by the City Engineer.
- 7.) A certificate of General Liability Insurance Naming the City of South Pasadena as the Additional Insured shall be required prior to issuance of a permit.
- 8.) Any overtime costs incurred by the City (As related to the permitted work) shall be paid for by the Applicant.
- 9.) In the event temperatures are expected to reach 96 degrees or higher, planned power outages shall be rescheduled.

Signed: _____ Name: _____

Date: _____

** For Office Use Only **

Approved or Denied (circle one) By: _____ Date: _____

Initial Inspection By: _____ Date: _____

Comments: _____

Final Inspection By: _____

Comments: _____