Public Works Department
Encroachment Permit Application
Procedure

**Encroachment Permit Application**

Permit application form may be found by clicking here: [PW Encroachment Permit Application](#) or on City’s website: [sandimasca.gov](http://sandimasca.gov/)

All encroachment permit applications shall be submitted via email directed to: publicworks@sandimasca.gov

When making a **permit application** make sure to include the following information:
1. Completed Permit Application Form including Work Order Number/Job Reference Number
2. Insurance documents (Certificate of General Liability Insurance and Worker’s Compensation Insurance with endorsements)
3. Traffic Control Plans
4. Any other plans that may apply
5. Indicate if an electrical power outage is associated with the work and if so, will any traffic signals be impacted

*If request is made via email, include the words “**Permit Application**” as part of that subject title given*

Once the permit application has been processed, reviewed, and approved a permit will be generated. The generated permit will be emailed to the applicant. **The permit will not be valid until the City receives a signed copy and payment.** Permit may be printed, signed, scanned, and emailed back to publicworks@sandimasca.gov Original signed permit and check for payment shall be mailed to City Hall at:

Attn: Public Works Dept
City of San Dimas
245 E. Bonita Ave.
San Dimas, Ca 91773

**Payment may also be made online using the permit number as the reference number at https://dpm.bankofthewest.com/ebpp/sandimasca/Login/Index**

For any further questions or concerns, please contact the Public Works Department at (909) 394-6240 or via email at publicworks@sandimasca.gov

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