

Department of Public Works & Building  
 525 San Anselmo Ave., San Anselmo, CA  
 94960 (415) 258-4616 Fax (415) 454-4683  
 Permits@Townofsananselmo.org



Permit No. \_\_\_\_\_  
 Date Issued \_\_\_\_\_  
 Date Submtd \_\_\_\_\_  
 Expiration Date \_\_\_\_\_  
 Fee \_\_\_\_\_

## ENCROACHMENT PERMIT

(FOR WORK IN THE PUBLIC RIGHT-OF-WAY)

Provide all the information above the double line and on the back of this form.

**PROPERTY ADDRESS** \_\_\_\_\_

Applicant _____	Phone No. _____	Parcel # _____
Address _____	City _____ Zip _____	Fax No. _____
Owner (If different from Applicant) _____	Phone No. _____	E-mail _____
Address _____	City _____	Fax No. _____
Contractor _____	Phone No. _____	Zip Code _____
Address _____	City _____	Fax No. _____
		Zip Code _____

**TYPE OF PERMIT BEING APPLIED FOR: (MARK ALL THAT APPLY)**

<input type="checkbox"/> Sidewalk	<input type="checkbox"/> Street Cut	<input type="checkbox"/> Debris Box
<input type="checkbox"/> Driveway approach	<input type="checkbox"/> Utility (type _____)	<input type="checkbox"/> Construction Storage/trailer/toilet
<input type="checkbox"/> Curb & Gutter	<input type="checkbox"/> Fence or Wall	<input type="checkbox"/> Other:
<input type="checkbox"/> Revocable Encroachment permit – attach Town Revocable Encroachment Agreement document for recording* Arrange with the Police Department for overnight Street parking if needed (415-258-4610)		

I (We), undersigned hereby apply for permission to execute, place, construct, and/or otherwise encroach upon public lands or rights-of-way, located within the corporate limits of the Town of San Anselmo by performing the following described work:

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See Attached Drawing(s) \_\_\_\_\_ Estimated value of work (in Right-of-way) \$ \_\_\_\_\_

Approximate Start Date: \_\_\_\_\_ Approximate Completion Date: \_\_\_\_\_

I (We) agree to, comply with the conditions set as a condition of approval and understand non-compliance will be cause for revocation of this permit. I (We) further agree to comply with all the ordinances of the Town of San Anselmo and state laws pertaining to the above application, and hereby agree that in the event of injury to persons or property by reason of the above work, I (We) indemnify the Town of San Anselmo and the officials thereof, free from all liability against any and all such claims which might be asserted it, or them, or any of them, by reason of such injury.

Applicants Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Do Not Write Below This Line**

**FOR OFFICAL USE ONLY**

All work shall be done in accordance with Caltrans standards drawings and the standards specifications and the uniform construction standards of the cities of Marin and the county of Marin. The following drawings specifically apply to this project:  
 # 100 (curb, gutter, sidewalk & driveway notes)  #105 (curb, gutter, & sidewalk)  #130 (driveway approach)  #145 (curb penetration)  maintain 12' vehicle and pedestrian right of way  work permitted 9am-3pm, Monday-Friday **only**

Conditions/ Comments:	Comments:
	Pre-pour inspection by:
Approved by: _____ Date: _____	Final inspection by: _____ Date: _____

Inspection required (Call the inspection line at (415) 258-4624 to schedule an inspection)

## Complete Sections A1 or A2 and B

### A1 - LICENSED CONTRACTOR'S DECLARATION

I hereby affirm under penalty of perjury that I am licensed under provisions of Chapter 9 (commencing with Sect. 7000) of Division 3 of the Business and Professions Code, and my license is in full force and effect.

Contractor's signature: \_\_\_\_\_ Date: \_\_\_\_\_ License #: \_\_\_\_\_ License Class: \_\_\_\_\_

### A2 - OWNER/BUILDER DECLARATION

I hereby affirm under penalty of perjury that I am exempt from the Contractor's State License Law for the reason(s) indicated below by the checkmark(s) I have placed next to the applicable item(s) (Section 7031.5, Business and Professions Code: Any city or county that requires a permit to construct, alter, improve, demolish, or repair any structure, prior to its issuance, also requires the applicant for the permit to file a signed statement that he or she is licensed pursuant to the provisions of the Contractor's State License and Professions Code) or that he or she is exempt from licensure and the basis for the alleged exemption. Any violation of Section 7031.5 by an applicant for a permit subjects the applicant to a civil penalty of not more than five hundred dollars (\$500.):

- I, as owner of the property, or my employees with wages as their sole compensation, will do  **all of or**  **portions** of the work, and the structure is not intended or offered for sale (Sect. 7044, Business and Professions Code: The Contractor's State License Law does not apply to an owner of property who, through employees' or personal effort, builds or improves the property, provided that the improvements are not intended or offered for sale. If, however, the building or improvement is sold within one year of completion, the Owner-Builder will have the burden of proving that it was not built or improved for the purpose of sale.)
- I, as owner of the property, am exclusively contracting with licensed Contractors to construct the project (Sect. 7044, Business and Professions Code: The Contractor's State License Law does not apply to an owner of property who builds or improves thereon, and who contracts for the projects with a licensed Contractor pursuant to the Contractor's State License Law.)
- I am exempt from licensure under the Contractor's State License Law for the following reason: \_\_\_\_\_

By my signature below I acknowledge that, except for my personal residence in which **I** must have resided for at least one year prior to completion of the improvements covered by this permit, I cannot legally sell a structure that I have built as an Owner-Builder if it has not been constructed in its entirety by licensed contractors. I understand that a copy of the applicable law, Section 7044 of the Business and Professions Code, is available upon request to this application is submitted or at the following web site: <http://www.leginfo.ca.gov/calaw.html>.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  Owner  Authorized Agent

### B- WORKERS' COMPENSATION DECLARATION - (Must be completed by either Owner or Contractor)

**WARNING: FAILURE TO SECURE WORKERS' COMPENSATION COVERAGE IS UNLAWFUL, AND SHALL SUBJECT AN EMPLOYER TO CRIMINAL PENALTIES AND CIVIL FINES UP TO ONE HUNDRED THOUSAND DOLLARS (\$100,000), IN ADDITION TO THE COST OF COMPENSATION, DAMAGES AS PROVIDED FOR IN SECTION 3706 OF THE LABOR CODE, INTEREST, AND ATTORNEY'S FEES.**

I hereby affirm under penalty of perjury one of the following declarations:

- I have and will maintain a certificate of consent to self-insure for workers' compensation, issued by the Director of Industrial Relations as provided for by Section 3700 of the Labor Code, for the performance of the work for which this permit is issued. Policy #: \_\_\_\_\_
- I have and will maintain worker's compensation insurance, as required by Section 3700 of the Labor Code, for the performance of the work for which this permit is issued. My workers' compensation insurance carrier and policy number are:  
Carrier: \_\_\_\_\_ Policy #: \_\_\_\_\_ Expiration date: \_\_\_\_\_
- I certify that in the performance of the work for which this permit is issued, I shall not employ any person in any manner so as to become subject to the workers' compensation laws of California, and agree that, if I should become subject to the workers' compensation provisions of Sect. 3700 of the Labor Code, I shall forthwith comply with those provisions.

Applicant's signature: \_\_\_\_\_ Date: \_\_\_\_\_  Owner  Contractor  Authorized Agent

### Encroachment Permit Fees – For Town Use Only

Description of Fee	Budget Account No.	Rate	Fee
Debris Box, storage, sidewalk or driveway entrance	01.53.345	\$75.00	
Minor work (other than sidewalk or driveways & costs \$2,500 or less)	01.53.345	\$100.00	
Major work (other than sidewalk or driveways & costs more than \$2,500)	01.53.345	4% of cost	
Revocable Encroachment Permit for temporary use of town-right-of-way	01.53.345	\$100.00	
Revocable Encroachment	01.53.345	\$170	
Bond/Deposit	01.24.25	-	
Plan Check (when applicable) ½ hour minimum	01.53.345	\$90/hour	
Total Encroachment Permit Fee: \$			