



# ENCROACHMENT PERMIT

(FOR WORK IN STREET RIGHT-OF-WAY)

<b>PROPERTY ADDRESS</b>	<b>ASSESSOR PARCEL #</b>
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<b>OWNER</b> NAME _____ BUSINESS _____ ADDRESS _____ PHONE ( ) _____ FAX ( ) _____	<b>CONTRACTOR</b> NAME _____ COMPANY _____ ADDRESS _____ PHONE ( ) _____ FAX ( ) _____ TOWN BUSINESS LICENSE EXPIRES _____
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**TYPE OF PERMIT BEING APPLIED FOR:** (MARK ALL THAT APPLY)

sidewalk                       street cut                       debris box  
 driveway approach \*         utility (type: \_\_\_\_\_)         construction storage/trailer/toilet  
 curb & gutter                       fence or wall                       other: \_\_\_\_\_  
 revocable encroachment permit - attach Town Revocable Encroachment Agreement document for recording

\* Arrange with Police Department for overnight street parking if needed (258-4610).

I (We), the 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: \_\_\_\_\_

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 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 against it, or them, or any of them, by reason of such injury.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**FOR OFFICE USE ONLY**

All work shall be done in accordance with Caltrans standard drawings and the Standard Specifications and the Uniform Construction Standards of the Cities of Marin and County of Marin. The following drawings specifically apply to this project:  #100 (curb, gutter, sidewalk & driveway notes)  #101 (curb, gutter, & sidewalk)  #102 (driveway approach)  #201 (curb penetration)  \_\_\_\_\_

Conditions/Comments: \_\_\_\_\_ Comments: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_ Pre-pour inspection by: \_\_\_\_\_ Date: \_\_\_\_\_  
Final inspection by: \_\_\_\_\_ Date: \_\_\_\_\_

**SECTION 7031.5, BUSINESS AND PROFESSIONS CODE:** Any city or county which requires a permit to construct, alter, improve, demolish, or repair any structure, prior to its issuance, also requires the applicant for such permit to file a signed statement that he is licensed pursuant to the provisions of the Contractor's License Law Chapter 9 (commencing with Sect. 7000) of Division 3 of the Business and Professions Code or that he is exempt therefrom and the basis for the alleged exemption. Any violation of Sect. 7031.5 by any applicant for a permit subjects the applicant to a civil penalty of not more than five hundred dollars (\$500).

**LICENSED CONTRACTOR'S DECLARATION**

I hereby affirm 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 #: \_\_\_\_\_ Classification: \_\_\_\_\_

**OWNER/BUILDER DECLARATION**

I hereby affirm under penalty of perjury that I am exempt from the Contractor's License Law for the following reason:

- I, as owner of the property, or my employees with wages as their sole compensation, will do the work, and the structure is not intended or offered for sale. (Sect. 7044 Business and Professions Code: The Contractor's License Law does not apply to an owner of property who builds or improves thereon, and who does such work himself or through his own employees, provided that such 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 he did not build or improve 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 License Law does not apply to an owner of property who builds or improves thereon, and who contracts for such projects with a contractor(s) licensed pursuant to the Contractor's License Law.)
- I am exempt under Section \_\_\_\_\_ Business and Professions Code for this reason: \_\_\_\_\_

Owner's signature: \_\_\_\_\_ Date: \_\_\_\_\_

**WORKERS' COMPENSATION DECLARATION** (This section need not be completed if the project value is \$100 or less)

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

- I have and will maintain Workers' Compensation Insurance as required by Section 3700 of the Labor Code for the performance of work for which this permit is being 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 to subject to the workers' compensation provisions of Sect. 3700 of the Labor Code, I shall forthwith comply with those provisions.
- I have and will maintain a certificate of consent to self-insure for workers' compensation pursuant to Sect. 3700 of the Labor Code for the performance of the work for which this permit is issued.

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

**WARNING:** Failure to secure workers' compensation coverage is unlawful and shall subject an employer to criminal penalties and civil fines up to \$100,000, in addition to the cost of compensation, damages as provided for in Sect. 3706 of the Labor Code, interest, and attorney fees.

**ENCROACHMENT PERMIT FEES**

DESCRIPTION OF FEE	BUDGET ACCOUNT	RATE	FEE
Debris Box, storage, etc.	01.53.345	\$55	
Sidewalk or driveway	01.53.345	\$55	
Minor work (other than sidewalk or driveways & costs \$2000 or less)	01.53.345	\$100	
Major work (other than sidewalk or driveways & costs more than \$2000)	01.53.345	4% of cost	
Revocable Encroachment	01.53.345	\$170 plus recording fees	
Bond/Deposit	01.24.25		
Plan Check (when applicable) 1/2 hour minimum	01.53.345	\$90/hour	
<b>TOTAL ENCROACHMENT PERMIT FEE:</b>			<b>\$</b>