



CITY OF HUNTINGTON BEACH

Public Works Department

Encroachment Permit Application

PROJECT ADDRESS:	WORK ORDER NO.:

DESCRIPTION OF WORK:	1st Plan Check	2nd Plan Check	3rd Plan Check
Encroachment Permit No:			

APPLICANT INFORMATION:	Engineer	Architect	Owner	Contractor
Name: _____ Address: _____				
City: _____		State: _____	Zip: _____	
Telephone Number: _____		Cell Number: _____		
E-mail Address: _____		License Class/Number: _____		

STATEMENT OF ACKNOWLEDGMENT:
I hereby acknowledge that I have read the application and state that the information I have provided is correct and agree to comply with all City Ordinances, State Regulations, and the provisions and conditions of any permit issued pursuant to this application.

Signature of Applicant

Date Submitted

The following items shall be submitted on the ACA during the online application process:

https://www.huntingtonbeachca.gov/government/departments/public_works/Development_Services/

- Attach this Permit Application Form
- Approved plans or standard plans depicting the location and description of the proposed work, formatted for 24"x36" sheet size. All second and subsequent plan checks require all previous plan check comments to be submitted along with the re-submittal. Modifications to the plans after approval will require re-submittal and additional fee assessment for plan check and inspection.
- Approved Traffic Control Plans or utilization of the APWA and WATCH manual, if required. Please call (714) 536-5431 and ask for Traffic Engineering for verification of the plan requirements.
- City of Huntington Beach Business License, please call 714-536-5267 for further assistance.
- A valid Contractor's License. The contractor shall be a State licensed contractor with either a Class "A" or "C" license. The class of license shall match the particular type of work to be performed. A permit shall not be issued until an appropriately licensed contractor is provided.
- A valid Certificate of Insurance. Submit or check the status of the documents on file with the City's Risk Management Department at (714) 374-5378 or RMinsurance@surfcity-hb.org
- Payment of all applicable Plan Check Fees. See the City of Huntington Beach website for the latest fees. https://www.huntingtonbeachca.gov/files/users/public_works/development-fee-schedule.pdf