CITY OF FOLSOM
COMMUNITY DEVELOPMENT DEPARTMENT
50 Natoma Street
Folsom, California 95630
(916) 355-7222 Fax (916) 355-7274

ENCROACHMENT PERMIT MINIMUM REQUIREMENTS

Completion of the following items is required prior to the issuance of an Encroachment Permit:

1. **Complete the application form**
   - An Encroachment Permit application may be obtained from the Community Development Department counter located on the second floor of City Hall or downloaded from the City Website at http://www.folsom.ca.us/depts/community_development/engineering/engineering_documents.asp.
   - Sign and date the application.
   - Read and initial the General Provisions located on the backside of the application.
2. **Sketch or plot of the work to be done within the public right-of-way**
   - If a plan of the work has already been prepared, then attach an 11”x17” reduced size copy of the plan with the application.
3. **Fees and Payments**
   - Base permit fee is $120.00 plus $1.74 per square foot for cuts, excavations, removal and replacement of City owned and maintained concrete and asphalt (area of work shall be clearly defined on the Project Sketch Sheet provided by the City.) Acceptable methods of payment for encroachment permit fees are check or cash.
4. **Security Deposit \ Warranty Bonds**
   - A refundable security deposit will be collected at the time of permit issuance. The security deposit amount is based upon total cost of work in the public right-of-way and/or easements with a minimum deposit of $500.00. This includes, but is not limited to, concrete curb, gutter, sidewalk, and landscaping. Security deposits will be processed for refund after the City Inspector has signed off the permit, that work has been completed and/or the existing public right-of-way/easement is undamaged or has been repaired to the satisfaction of the City. Security deposits may be cash, bonds, or letters of credit.
   - For work done by a utility company or a utility company subcontractor such as excavations, trenching, etc., within the public right–of-ways, a warranty bond will be required. Bond value will be equal to 150% of the value of the work inspected, i.e., excavation, backfill, compaction, base and asphalt surface, and traffic control.
   - The warranty bond shall remain in effect for one year beginning on the date of completion and acceptance of the work by the City Inspector. Warranty bonds may be cash, bonds or letters of credit.
5. **Encroachment Permit Insurance Requirements**
   - A certificate of insurance for personal liability for $1,000,000 minimum per occurrence and a separate endorsement form naming the City of Folsom, its Officers, Employees, and Agents as additionally insured are required prior to issuance of an encroachment permit. Any aggregate amount must be a minimum of $2,000,000, and the policy must be primary and noncontributory, and contain a Waiver of Subrogation.
   - Acceptable methods of payment for encroachment permit security deposits/warranty bonds are check, cash, bonds, or letters of credit.

Should you have any questions, please contact the Community Development Department at (916) 355-7222.

Daniel Wolfe, PE
Associate Civil Engineer