

City of Jurupa Valley

ENGINEERING DEPARTMENT

Checklist for Encroachment Permit Application *(for use by Applicant)*

1. _____ (1) copy Encroachment Permit Application
2. _____ (1) copy Plans & Details (8 ½ x 11" minimum size)
3. _____ (1) copy Traffic Control Plan
*(If using CA-MUTCD or WATCH Manual you **MUST** include the page #)*
4. _____ (1) copy Contractors' License
5. _____ (1) copy City of Jurupa Valley Business Registration
6. _____ (1) copy Contractors' Insurance Certificate naming City of Jurupa Valley as additional insured. The Contractor doing the work **MUST** provide the insurance and be the one signing the permit.
 - \$1,000,000 min. for each occurrence
 - \$2,000,000 min. for general aggregate
7. _____ Permit Deposit/Fee - Deposit/Fee calculated by staff and paid at permit issuance

ROAD CLOSURES REQUIRE 10 DAYS NOTICE PRIOR TO START

Please be sure to submit your application well in advance of start date.

You can make electronic submittals through our Public Portal located at
<https://aca-prod.accela.com/jurupa>