



Encroachment Permit Procedures

City of Palos Verde Estates
Public Works Department
340 Palos Verdes Drive West
Palos Verdes Estates, CA 90274
(310) 378-0383

ENCROACHMENT PERMIT

It shall be unlawful to erect, place, construct, establish, plant, or maintain any structure, vegetation, or object on public property or public rights-of-way without a permit issued by the public works director. The process to obtain an encroachment permit is outlined in the following pages.

APPLYING FOR AN ENCROACHMENT PERMIT

The information below shall be reviewed by the applicant. All items below shall be submitted for the application to be deemed “complete” and processed by the Public Works Department.

- A completed Encroachment Permit Application
- City Business License
- Contractor’s License
 - A, C-8, or C-12
- Certificate of Insurance
 - \$1,000,000 minimum for each occurrence
 - \$2,000,000 minimum for each occurrence
- Additional Insured Endorsement Document
 - The City, its officers, agents, and employees
- Exhibit/Site plan showing right-of-way lines, street name, address numbers, work area location, and description of the work
- If required, a traffic control plan shall be provided for any restricted access to vehicles on City streets. If a WATCH manual template is not applicable and a traffic control plan is required, it shall be signed by a Registered Engineer. Contact the Public Works Department for requirements pertaining to detours.

REVIEW AND ISSUANCE

All the above information shall be submitted electronically to ebecerra.hrgreen@pvestates.org. The turnaround time for the first submittal is 10 business days. The turnaround time for submittals after the first submittal is 5 business days.

Once the permit application is approved, payment can be made in person at the City Hall public counter, or a check can be mailed:

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A permit number is assigned to each project upon receipt of the permit. When calling for information, please refer to the permit number and project address.