CITY OF ROCKLIN

Encroachment Permit Requirements

- **PLEASE NOTE:** <u>EFFECTIVE July, 2024</u>, **THE PERMIT FEES HAVE BEEN UPDATED:**

Residential Pools *Next to City open space and landscape areas only	**$58** (PREVIOUSLY $63) *** **$154** (PREVIOUSLY $200)
Residential (Ex. Sidewalk Repair)	**Actual Cost** (previously $427)
Residential/Commercial-Small (Ex. Residential Remodel, Minor Utility Project)	**$445** (previously $515)
Large/Utilities (Ex. Lengthy utility project, heavy staff involvement)	ACTUAL COST

Fee amount could change based upon review of project by City Staff.

- 2 sets of plans showing the work to be done

- Submit 2 copies of Traffic Control Plan if working on City roadways (Refer to CalTrans California Manual of Uniform Traffic Control Devices (CA MUTCD) at www.dot.ca.gov/hq/trafficops/signtech/signdel/trafficmanual-current.htm or to purchase a book go to www.bnibooks.com/shopexd.asp?id=6817.)

- Insurance Requirements:
  Before the encroachment permit is issued, the applicant shall file with the City a certificate of insurance, properly executed and showing that the applicant has in effect general liability, automobile, and worker's compensation insurance, in the amounts as determined by the director to be appropriate for the work to be performed.

  The director may waive, reduce, or modify the type or amount of insurance required or the endorsements required, if the applicant shows satisfactory evidence of self-insurance or as otherwise appropriate for the nature and scope of the work to be performed.

A faxed or scanned and emailed copy of the insurance certificates will be accepted to issue the permit. Please have your agent include the location of where the work being done is on the insurance form. Forms may be faxed to (916) 625-5501. Original insurance certificates can be mailed to:

City of Rocklin
Attn: Public Services
4081 Alvis Court
Rocklin, CA 95765

If you have any questions, please call the Public Services Department at (916) 625-5500 available Monday through Friday 7:30am – 4:00pm.

Revised 04/28/2025