



CITY OF CLOVIS

CITY HALL - 1033 FIFTH STREET - CLOVIS, CA 93612

TO: All Contractors
FROM: City of Clovis Engineering Department
DATE: January 6, 2010
SUBJECT: **Encroachment Permits**

The City of Clovis Municipal Code (Sect. 7.201) requires that for any work done on City-owned property, in public right-of-way, or in public easements, an Encroachment Permit must first be obtained from the Engineering Division and all fees paid associated therewith. Further, such work must be inspected by a City Engineering Inspector. This Permit requirement is in addition to any City Building Permit required by the Municipal Code to be issued for on-site work. The Applicant's signature on the Permit signifies that the Permittee agrees to and accepts all the terms listed in the Standard Provisions and Supplemental Conditions.

Section 4.5.1003 of the Municipal Code prohibits parking in certain places, including median islands, sidewalks, and between sidewalks and streets, just to name a few. Therefore, parking in prohibited areas without authorization (an Encroachment Permit) is a violation of the Municipal Code and the offender will be cited for the violation. Even if work is not being performed on City owned property or in the public right-of-way, an Encroachment Permit is required if an area in which parking is otherwise prohibited (median islands, sidewalk, area between a sidewalk and street, etc.) is being used to park or as a staging area for work being performed elsewhere (tree trimming, sign placement, etc.).

Please call the Engineering Inspection line at (559) 324-2370 for questions about obtaining an Encroachment Permit.

Sincerely,

Steven E. White
City Engineer