

# 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 attach the page you are using)***
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>