



**CITY OF ARCADIA
DEVELOPMENT SERVICES DEPARTMENT
ENGINEERING DIVISION
Offsite Permit Issuance Requirements**

The following requirements must be met by contractor(s)/property owner(s) prior to issuance of permits authorizing encroachment of the public right-of-way:

CONTRACTOR REQUIREMENTS

1. **Valid City of Arcadia Business License.** The City's Business License Officer can be reached at (626) 574-5430 for further details.
2. **Valid Contractor's License (State of California issued).** Recommended Class B, C8, C27, C29, or C42. If someone other than card holder wishes to pull permit, a Letter of Authorization signed by the card holder must be on file with the City.
3. **Insurance Requirements.** General Liability \$1,000,000; Automobile Liability \$1,000,000; Workers' Compensation and Employer's Liability \$1,000,000; and Additional Insured Endorsements to Insurance Policy form, or the like, must also be signed by contractor's insurance agent. The City of Arcadia must be named as additional insured.

PROPERTY OWNER(S) REQUIREMENTS

1. **Property owners MUST supply the City with a Certificate of General Liability Insurance for \$1,000,000 and an Additional Insured Endorsement BEFORE a permit will be issued.**
2. **Encroachment and Use of Public Property Permit Agreement.** The subject form must be filled out by legal property owner(s) and notarized. NOTE: Property owner(s) are subject to the same insurance requirements as Contractor(s).

CONDITIONS OF APPROVAL

The City Engineer will also require the following minimum conditions and restrictions:

1. The City's approved plans and permit(s) must remain on the job site for use by City personnel.
2. Construction activity is prohibited between the hours of 7:00 pm and 7:00 am, and on Sundays and Holiday.
3. Permittee shall notify Underground Service Alert at (800) 422-4133 at least two (2) working days prior to any excavation.
4. Permittee shall notify the Public Works Inspector at (626) 574-5411 at least one (1) working day prior to start of work. Final inspection of the work authorized by this permit is also required.
5. **Construction Bin Permit** - Any bin placed on a City street overnight requires a permit. Bin(s) shall be placed a minimum of fifteen feet (15') from any driveway, a minimum of twenty feet (20') from the end of a street corner radius, and a minimum of fifteen feet (15') from any fire hydrant. Bin(s) shall not block thoroughfare and make it impassable. Applicant is aware of Arcadia Municipal Code Section 7230 which states, "STRUCTURAL OBSTRUCTIONS PROHIBITED". No person having charge or control of any lot or premises, either as owner, lessee, tenant, builder, contractor, house mover or otherwise, shall conduct, deposit, keep or maintain any structure, building, or any obstacle of any nature whatsoever in or upon any street, parkway or sidewalk abutting on or adjacent to such lot or premises or which will interfere with the free passage of pedestrians or vehicles along such street, parkway, or sidewalk." Failure to comply with conditions 1, 2, and/or 3 above is a violation of Arcadia Municipal Code Section 7230.
6. **Street Excavations** – Permittee shall submit a corrected set of maps or atlas sheets to the Development Services Director within 60 days of placement of any pipe, conduit, duct, or tunnel under the surface of the City right-of-way.
7. Permit(s) may be revoked at any time by order of the City and the temporary use shall be abated consistent with the revocation order.