



## ENCROACHMENT PERMIT

**PROJECT ASSISTANCE CENTER**  
200 Civic Center Way, El Cajon, CA 92020  
Phone: 619-441-1742

### **Encroachment Permit**

An Encroachment Permit is required for work or activity conducted within the City of El Cajon's public right of way, including easements. Some of these activities consist of, but are not limited to, excavation, construction, setting up equipment, staging materials and personnel working within the public right of way. The public right of way consists of streets, parkways, sidewalks, and easements.

### **Items Needed to Obtain an Encroachment Permit**

The Encroachment Permit can be issued once the following items are received and approved by the City:

1. Detailed, scaled drawing showing all work
2. Insurance Certificate and additional endorsements per City Policy D-3
3. Traffic Control Plan (If required, per the most current S.D. Regional Standard Drawings)
4. Contractor's Copy of Current City of El Cajon Business License
5. Copy of Valid Contractor's License (Need "A – General Engineering Contractor" proof for all jobs requiring street work)
6. Encroachment Permit Fee(s)

### **Encroachment Permit Fees**

*Encroachment Permit fees fall into the following three categories depending on the scope of work. The categories below may not be inclusive of all scopes of work; Permit level will be determined upon Encroachment Permit Application. Encroachment permit fees are based on the current City of El Cajon fee schedule.*

1. *Encroachment Permit Level One = \$195 (i.e. Repair of sidewalk panels, driveway aprons, building awnings within the right of way, removal of trees, parking/staging equipment or vehicles in right of way, dumpsters in the right of way)*
2. *Encroachment Permit Level Two = \$450 (i.e. driveways, sidewalks, curb/gutters, curb ramps, curb outlets, sampling)*
3. *Encroachment Permit Level Three = \$815 (Work in the right of way that requires excavation, trenching, potholing. Such as sewer lateral repairs, other lateral work (sewer, water, etc), borings)*

*Additional inspection or plan review hours are \$100 per hour.*

### **Contact Information**

*Please contact the Engineering Division in the Project Assistance Center for additional inquiries related to Encroachment Permits. El Cajon City Hall is open Monday through Thursday from 7:30 a.m. to 5:30 p.m. and every other Friday from 8 a.m. to 5 p.m.*