



City of Folsom Community Development Department

50 Natoma Street
Folsom, California 95630
(916) 461-6231



ENCROACHMENT PERMIT MINIMUM REQUIREMENTS

Completion of the following items is required prior to the issuance of an Encroachment Permit:

1. Complete the application form

- An Encroachment Permit contract may be obtained from the Community Development Department counter located on the second floor of City Hall or downloaded from the City Website at <https://www.folsom.ca.us/home/showpublisheddocument/500/638308872162400000>

- Sign and Initial the Contract.
- Read the General Provisions.

2. Apply for an Encroachment Permit through Etrakit(<https://etrakit.folsom.ca.us/etrakit/>)

3. Upload a plot plan and Traffic Control for the proposed work to be done within the public right-of-way

- While filling out the online application an option will be available to upload these attachments.

4. Fees and Payments

- Base permit fee is \$135.00 plus \$1.96 per square foot for cuts, excavations, removal and/or replacement of City owned and maintained concrete and asphalt (area of work shall be clearly defined on the Project Plans). Acceptable methods of payment for encroachment permit fees are Echeck, check, card, or cash.

5. Security Deposit \ Warranty Bonds

- If the encroachment requires construction activities to enter into publicly maintained landscaped areas, a security deposit may be required. The security deposit shall be equal to the valuation of the work within the publicly maintained landscaped area with a minimum deposit of \$500.00. Security deposits will be processed for refund after the City Inspector has signed off the permit, that work has been completed and/or the existing landscaping and public right-of-way/easement is undamaged or has been repaired to the satisfaction of the City. Security deposits may be cash, bonds, or letters of credit.
- For work done by a utility company or a utility company subcontractor such as excavations, trenching, etc., within the public right-of-ways, a warranty bond will be required. Bond value will be equal to 100% of the value of the work inspected, i.e., excavation, backfill, compaction, base and asphalt surface, and traffic control.
- The warranty bond shall remain in effect for one year beginning on the date of completion and acceptance of the work by the City Inspector. Warranty bonds may be cash, bonds or letters of credit.

6. Encroachment Permit Insurance Requirements

- A certificate of insurance for personal liability for \$1,000,000 minimum per occurrence **and a separate endorsement** form naming the City of Folsom, its Officers, Officials, Employees, and Agents as additionally insured are required prior to issuance of an encroachment permit. Any aggregate amount must be a minimum of \$2,000,000, and the policy must be primary and noncontributory and shall not contain any special limitations on the scope of coverage, and must contain a Waiver of Subrogation.
- Acceptable methods of payment for encroachment permit security deposits/warranty bonds are check, cash, bonds, or letters of credit.

Should you have any questions, please contact the Community Development Department at (916) 461-6212.

Daniel Wolfe, PE
Senior Civil Engineer