

**APPLICATION PROCEDURE  
FOR  
CONSTRUCTION – ENCROACHMENT PERMIT  
WITHIN CITY RIGHT-OF-WAY  
(MARCH 2020)**

In accordance with Palm Springs Municipal Code 14.16.040 any construction or encroachment within City right-of-way requires a permit from the Engineering Services Department. Base fee for permit as of date above is \$ **725.10**. **Failure to obtain permit before construction in City right-of-way may result in a DOUBLE FEE penalty.** Fee for repairs or construction due to City Code Compliance notice is \$ **NO CHARGE**.

**INFORMATION REQUIRED FROM THE CONTRACTOR**

1. Permit Info:
  - a. Project Address
  - b. Applicant (Person signing for permit)
  - c. Subcontractor (who is doing the work)
  - d. Site Foreman (who will be onsite)
  - e. Foreman cell phone
  - f. Applicant Address
  - g. Description of work
2. Copy of City Business License
3. Proof of Insurance with the City of Palm Springs as additionally insured
4. City Indemnification Agreement (City form at time of permit issuance)
5. Traffic Control (based on area)? Yes\_\_\_\_\_ No\_\_\_\_\_

**INFORMATION REQUIRED FROM OWNER**

Contractor requirements are waived, but owner takes full responsibility and liability for information, personnel, equipment, and work associated with permit.

1. Permit Info:
  - a. Project Address
  - b. Applicant (Person signing for permit)
  - c. Subcontractor (who is doing the work)
  - d. Site Foreman (who will be onsite)
  - e. Foreman cell phone
  - f. Applicant Address
  - g. Description of work
2. City Indemnification Agreement