



## Encroachment Permit Submittal Requirements

### Initial Plan Submittal Requirements

A transmittal letter is required with a list of what is being submitted. All plans will be routed through the March Joint Powers Authority Plans Expeditor (no exceptions) Submissions of Initial Plans, Revisions, or Corrections via online submission or e-mail will not be permitted. Incomplete submittals will be returned to the Applicant with an Incomplete Application Notice and a list of items needed in order to re-submit. At time of Initial Submittal there will be a Plan Check Deposit of \$1,250.00.

### Resubmittal Requirements

All resubmittals must include the following for each reviewing agency:

| QTY. | DESCRIPTION        | DETAILS                                                    |
|------|--------------------|------------------------------------------------------------|
| 1    | Response Letter    | Please list all comments and a detailed response for each. |
| 1    | Transmittal Letter | Must list ALL submittal items and quantities provided.     |
| 1    | Set of Redlines    | Previous set of plans with marked comments.                |
| 2    | Sets of Plans      | Corrected/Updated plan sets                                |

### Initial Submittal Requirements

| QTY.                     | ITEM | DETAILS            |
|--------------------------|------|--------------------|
| <input type="checkbox"/> | 1    | Application        |
| <input type="checkbox"/> | 1    | Transmittal Letter |
| <input type="checkbox"/> | 1    | Check (MJPA)       |
| <input type="checkbox"/> | 2    | Sets of Plans      |
| <input type="checkbox"/> | 2    | Sets of Plans      |

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Applicant must agree to the following in order to pull Permit:

1. Any Pavement restorations shall be per MJPA Standards.
2. Any existing improvements damaged, shall be removed and replaced as approved by MJPA Public Works Engineer
3. Applicant shall notify MJPA Public Works Engineer for initial inspection prior to start of work, and then again for a final inspection and approval prior to completion of work.

**For scheduling, please contact MJPA Engineering Department 951-656-7000.**

4. MJPA Public Works Engineer reserves the right to apply additional Conditions of Approval as needed.
5. Contractor to follow the watch manual unless a traffic control plan is included with the work.



**March Joint Powers Authority**

14205 Meridian Pkwy, Ste. 140

Riverside, CA 92518

Phone (951) 656-7000

**ENCROACHMENT PERMIT APPLICATION**

Date: \_\_\_\_\_

Permit #: \_\_\_\_\_

Send Plan Check Corrections to:  Tenant  Property Owner  Applicant  Architect/Designer  Contractor

|                                                   |                             |
|---------------------------------------------------|-----------------------------|
| Site Address:                                     |                             |
| Dig Alert I.D. #:                                 | Estimated Duration of Work: |
| Description of Work (be as detailed as possible): |                             |

|                        |        |         |      |
|------------------------|--------|---------|------|
| Applicant Company:     |        |         |      |
| Address:               | City:  | State:  | Zip: |
| Point of Contact Name: | Phone: | E-Mail: |      |

|                             |        |         |      |
|-----------------------------|--------|---------|------|
| Architect/Designer Company: |        |         |      |
| Address:                    | City:  | State:  | Zip: |
| Point of Contact Name:      | Phone: | E-Mail: |      |

|                                |           |                  |      |
|--------------------------------|-----------|------------------|------|
| Contractor Company:            |           |                  |      |
| Address:                       | City:     | State:           | Zip: |
| Point of Contact Name:         | Phone:    | E-Mail:          |      |
| Contractor's License #:        | Class:    | Expiration Date: |      |
| Worker's Comp. Insurance Name: | Policy #: |                  |      |

By signing the March JPA Permit Application, the signatory agrees to pay all required fees that the MJPA has incurred both before a permit is issued and afterwards related to the processing of the permit and reviewing all necessary documents. By signing the Permit Application, the signatory understands and agrees to be subject to any necessary collections process in order for the MJPA to recoup any outstanding fees the signatory has failed to pay related to the processing of the permit and reviewing all necessary documents. Please select the Applicable billing party and sign below.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Tenant  Property Owner  Applicant  Architect/Designer  Contractor



## CONSTRUCTION PERMIT APPLICATION

### LICENSED CONTRACTOR'S DECLARATION (Required)

I hereby affirm under penalty of perjury that I am licensed under provisions of Chapter 9 (commencing with Section 7000) of Division 3 of the Business and Professions Code, and my license is in full force and effect.

Contractor Name: \_\_\_\_\_

Contractor Address: \_\_\_\_\_

License Class & No.: \_\_\_\_\_

Contractor Signature: \_\_\_\_\_

### OWNER-BUILDER DECLARATION (If Applicable)

I hereby affirm under penalty of perjury that I am exempt from the Contractors' State License Law for the following reason (Sec. 7031.5, Business and Professions Code: Any city or county that requires a permit to construct, alter, improve, demolish, or repair any structure, prior to its issuance, also requires the applicant for such permit to file a signed statement that he or she is licensed pursuant to the provisions of the Contractors' State License Law (Chapter 9, commencing with Section 7000 of Division 3 of the Business and Professions Code) or that he or she is exempt therefrom and the basis for the alleged exemption. Any violation of Section 7031.5 by any applicant for a permit subjects the applicant to a civil penalty of not more than five hundred dollars (\$500)):

- I, as owner of the property, or my employees with wages as their sole compensation, will do the work or portions of the work, and the structure is not intended or offered for sale (Sec. 7044, Business and Professions Code: The Contractors' State License Law does not apply to an owner of property who, through employees' or personal effort, builds or improves thereon, and who does such work himself or herself or through his or her own employees, provided that such improvements are not intended or offered for sale. If, however, the building or improvement is sold within one year of completion, the owner-builder will have the burden of proving he or she did not build or improve for the purpose of sale).
- I, as owner of the property, am exclusively contracting with licensed contractors to construct the project (Sec. 7044, Business and Professions code: The Contractors' State License Law does not apply to an owner of property who builds or improves thereon, and who contracts for such projects with a contractor(s) licensed pursuant to the Contractors' State License Law).
- I am exempt from licensure under the Contractors' State License Law for the following reason:
- \_\_\_\_\_

*By my signature below I acknowledge that, except for my personal residence in which I must have resided for at least one year prior to completion of the improvements covered by this permit, I cannot legally sell a structure that I have built as an owner-builder if it has not been constructed in its entirety by licensed contractors. I understand that a copy of the applicable law, Section*

*7044 of the Business and Professions Code, is available upon request when this application is submitted or at the following website:*  
<http://www.leginfo.ca.gov/calaw.html>

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**WORKER'S COMPENSATION DECLARATION (Required)**

I hereby affirm under penalty of perjury one of the following:

- I have and will maintain a certificate of consent to self-insure for workers' compensation, issued by the Director of Industrial Relations as provided for by Section 3700 of the Labor Code, for the performance of the work for which this permit is issued.

Policy Number: \_\_\_\_\_

- I have and will maintain workers' compensation insurance, as required by Section 3700 of the Labor Code, for the performance of the work for which this permit is issued. My worker's compensation insurance carrier and policy information is:

Carrier: \_\_\_\_\_

Policy Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

Name of Agent: \_\_\_\_\_

Phone Number: \_\_\_\_\_

- I certify that in the performance of the work for which this permit is issued, I shall not employ any person in any manner so as to become subject to the workers' compensation Laws of California, and agree that if I should become subject to the workers' compensation provisions of Section 3700 of the Labor Code, I shall forthwith comply with those provisions.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**WARNING:** Failure to secure Workers' Compensation Coverage is unlawful, and shall subject an employer to criminal penalties and civil fines up to One Hundred Thousand Dollars (\$100,000), in addition to the cost of compensation, damages as provided for in Section 3706 of the Labor Code, interest and attorney's fees.

**CONSTRUCTION LENDING AGENCY DECLARATION (If Applicable)**

I hereby affirm under penalty of perjury that there is a construction lending agency for the performance of the work for which this permit is issued (Sec. 3097, Civ.C.).

Lender's Name: \_\_\_\_\_

Lender's Address: \_\_\_\_\_

**DECLARATION BY CONSTRUCTION PERMIT APPLICANT (Required)**

By my signature below, I certify I am one of the following and I have read this construction permit application and the information I have provided is correct. I agree to comply with all applicable city and county ordinances and state laws relating to building construction. I authorize representatives of this city or county to enter below-identified property for inspection purposes:

- California licensed Contractor
- Property Owner
- Authorized\* to act on behalf of the:
  - California licensed Contractor
  - Property Owner

\*A Letter of Authorization must be provided to the agency.

Site Address: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_



**CONDITIONS & RESTRICTIONS (Required)**

Application is hereby made to the Building Official for a Permit subject to the conditions and restrictions set forth on the Application and the following:

1. Construction activity is prohibited between the hours of 7:00pm and 7:00am and on Sundays and Holidays unless specific approvals were previously granted to allow for work outside of the prohibited hours of operation.
2. The March JPA's approved plans and permit inspection card must remain on the job site for use by March JPA inspection personnel.
3. Final inspection of the work authorized by this permit is required. A Certificate of Occupancy must be obtained prior to use and occupancy of new buildings, structures and remodeling work.
4. This permit/plan review expires by time limitation and becomes null and void if the work authorized by the permit is not commenced within 180 days from the date of permit issuance or if the permit is not obtained within 180 days from the date of plan submittal. This permit expires and becomes null and void if any work authorized by this permit is suspended or abandoned for 180 consecutive days or if no progressive work has been verified by a March JPA building inspector for a period of 180 consecutive days.
5. Adherence to the required construction site staging plan shall be strictly enforced and any violation thereof will result in a daily fine of \$500 per occurrence, payable to the March Joint Powers Authority upon demand.
6. Loitering within any public right-of-way shall be prohibited by employees, contractors, subcontractor, or vendors or anyone associated with the job site. Loitering includes standing, sitting, taking breaks, etc., within any landscape easement or a Public Right-of-Way, including areas within the landscaped parkways, sidewalks, or streets. Furthermore, employees, contractor, subcontractors and vendors shall also be prohibited from loitering on vacant private property nearby or within any Open Space area within a designed Conservation Area. A daily fine of \$500 per occurrence and/or incident will be payable to the MJPA and immediate repair of the damage to landscaped areas or wear and tear to the right-of-way will be contracted by MJPA approved contractor.
7. All parking of private vehicles and equipment associated with the job site shall be contained on-site or on a pre-approved designated site away from construction site. The permit holder shall be responsible for enforcement of parking rules. Any violations shall be subject to a \$500 per occurrence fine, payable to the March JPA upon demand.
8. The cost for any damage will be billed to applicant and no Certificate of Occupancy will be issued without all fines and repairs complete and any outstanding invoices paid in full. It shall be the sole responsibility of the permit holder to enforce the staging plan requirements and parking violations.

*I have read this construction permit application and the information I have provided is correct. I agree to comply with all applicable city and county ordinances and state laws relating to building construction. I authorize representatives of this city or county to enter above-identified property for inspection purposes.*

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_