



San Dimas Public Works Department
245 East Bonita Ave
San Dimas, CA 91773
Monday – Thursday, 7:30 a.m. – 5:30 p.m.
Friday, 7:30 a.m. – 4:30 p.m.
publicworks@sandimasca.gov
909-394-6240

ENCROACHMENT PERMIT APPLICATION GUIDE

WHERE TO OBTAIN AN APPLICATION FORM

Online: Download from “[Encroachment Permits](#)” by Public Works on the City Website

In Person: Pick up at the Public Works Counter at City Hall during business hours.

WHAT TO SUBMIT

Include the following required documents with each completed application form:

- Certificates of Insurance
 - General Liability with General Aggregate Limit of \$2,000,000
 - Worker's Compensation with a minimum limit of \$1,000,000 per claim
 - The City of San Dimas listed as “Certificate Holder” and “Additionally Insured”
 - Include all policy endorsements
- Traffic Control Plan in compliance with CA MUTCD standards
- Any associated project or site plans
- Letter(s) of Authorization for:
 - Applicant – If submitting on behalf of agency or organization different from the Contractor
 - Property Access – If the project requires access to structures owned by other agencies or organizations

Note: Additional documentation may be required based on the type of proposed work. Refer to the application form for more information.

HOW TO SUBMIT AN APPLICATION

Online: Email to Public Works

- Subject: “Permit Application”

In Person: Deliver your application to Public Works Counter staff during business hours.

PERMIT APPROVAL PROCESS

1. **Submit Application:** Provide completed form and required documents.
2. **Application Review:** Staff will confirm the application is complete.
3. **Application Fee:** Staff will issue an invoice for the non-refundable application fee.
4. **Payment:** Pay the application fee and provide Public Works with a receipt.
5. **Proposal Review:** Engineering staff will provide comments within 10-15 business days
Note: Extenuating circumstances, such as broad scope of work or staff shortages, may extend review periods.
6. **Issuance:** Once approved, staff will provide an Encroachment Permit Package and an invoice for issuance fees
7. **Validate the Permit:**
 - i. Pay the issuance fees and provide Public Works with a receipt
 - ii. Return a signed permit package

HOW TO SUBMIT PAYMENT

Online: By Credit/Debit Card or Bank Account Information

- Visit "[Online Payments](#)" by Finance Division on the City Website
- Enter the Permit Number as the "Reference Number"

In Person: By Cash, Check, or Credit/Debit

- Provide an invoice and submit to Information/Cashier

Mail: By Check

- Address to the City of San Dimas
- Include the invoice or invoice no.

Note: All credit/debit transactions are subject to a 4% convenience fee.

QUESTIONS

For any questions or immediate requests, contact the Public Works Department.