



Development Services Department  
 Engineering - Land Development  
 311 Vernon Street  
 Roseville, California 95678-2649

## Encroachment Permit Document Submittal Checklist

**Process:**

Encroachment Permit applications must provide all the documents listed below in a \*.pdf electronic format. Applications will be reviewed for completeness and upon acceptance, City staff will review the submitted documents within the designated review times. Encroachment Permit Submittal comments or approval can be expected within three (3) to seven (7) business days, however, review times can vary dependent upon the number of applications before the City. ***Applications submitted without the required documents and payments are not required to be accepted for processing.***

Required Documents*	Electronic Submittal Document Type
Encroachment Permit Application	Documents
Electronic/Digital Signature Disclosure Form**	Documents
Project Plan	Plans
Traffic Control Plan***	Plans

- \* Not required for Dumpster or POD's
- \*\* One form required for each different signature.
- \*\*\*Only required if lane or street closure is proposed.

**Required Payments:**

- Pay fee or initial deposit per the [Encroachment Permit Fee Schedule](#)
- Technology Fee = 3% of Encroachment Permit Fee/Deposit