



## **ENCROACHMENT PERMIT CHECKLIST**

To obtain encroachment permit for the Town of Moraga, please refer to the following, exceptions may apply:

### **1. Residents & General Contractors & Subcontractors for Utilities:**

- Complete and sign both sides of the Encroachment Permit Application to: [encrpermit@moraga.ca.us](mailto:encrpermit@moraga.ca.us)
- Attach to the permit:** Provide Insurance documents that fulfill all insurance document requirements. (See Insurance Documents Requirement Form)
- Attach to the permit:** proper design plan/sketch that includes work locations/property address/scope of work, Right of Way, and public facility to be affected/built (pavements, gutter, sidewalk, and curb, etc.) All plans shall be in conformance with County/Caltrans standards. Check all boxes that applies for excavation work.
- Attach to the permit:** site-specific Traffic / Pedestrian Control Plans (MUTCD compliant). In most cases, for smaller construction, typical generic traffic details may suffice)
- Attach to permit:** Contractor's and subcontractor's City Business License number.
- For sewer related work, provide a copy of Central Contra Costa Sanitary District's permit showing their Permit Number. For all concrete/asphalt work and final paving: attach material submittals/tags. For Hauling Permit (issued per vehicle), include vehicle license plates number.
- Payments for Encroachment permit fees, and cash deposits/bonds if applicable.

### **2. Utilities:**

Exceptions to the above may apply to EBMUD, PG&E, Comcast, CCCSD, AT&T and other utilities.