

Public Works **ENCROACHMENT** PERMITS

City of Calistoga

1232 Washington Street
Calistoga, CA 94515

Email: pworks@ci.calistoga.ca.us

Phone: (707) 942-2848

Fax: (707) 942-2831

Scan - preferred Fax

FOR:	APPLICANT	<i>Jill Saunders</i> Public Works Adm. Asst.
Subject:	Encroachment Permit Application Process & Required Paperwork	
	To Submit: Either SCAN or Fax all necessary documents	Send to: pworks@ci.calistoga.ca.us

NOTE: If you are the **HOMEOWNER as "Applicant" and responsible party**, a **copy** of your HOMEOWNER'S LIABILITY INSURANCE is required, however any Subcontractors used must hold a current City of Calistoga Business License (*)

As part of the encroachment permit application process, see below for the **required** items that must be submitted along with the application. These items must be received in order to process the application.

For CONTRACTORS / BUSINESSES:

1. **(A) Copy of your GENERAL LIABILITY INSURANCE CERTIFICATE**, and
(B) a SEPARATE ENDORSEMENT naming the City of Calistoga as the ADDITIONALLY INSURED. This endorsement must be a separate page from the General Liability certificate. (under certain circumstances, the City accepts Blanket Endorsements)
2. **Copy of Current WORKER'S COMP** insurance.
3. **PLANS** (sketched or construction) showing the work proposed in the City's Right of Way if work entails construction.
4. **(*) City of Calistoga business license**
Apply Online at: Calistoga.bizlicenseonline.com

CONTACT: City Finance Dept. at (707) 942-2754 for questions regarding business licenses.