

Public Works PERMITS - City of Calistoga
 1232 Washington Street Phone: (707) 942-2827
 Calistoga, CA 94515 Fax: (707) 942- 2831
 Email: pworks@ci.calistoga.ca.us



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

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**. ***IMPORTANT*** 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.
4. **(*)** Proof of **City of Calistoga business license** - **CONTACT:** City Finance Dept. at **(707) 942-2754** to obtain an application or print one from the City website: www.ci.calistoga.ca.us /download documents.

If you have further questions, please call us: **(707) 942-2827**.

Note: the online application can only be scanned or faxed after you print it out.