

## **Instructions for Completing the Driveway Encroachment Permit Application Encroachment Hotline (209) 223-6532**

- Fill out the first page of the Encroachment Permit Application form starting with owner's name, address, phone number, and email. List the Contractor, if you have one, and include their address and phone number; or, write in "to be determined" if a contractor has not been selected yet.
- Project Location = address and city of encroachment (we are unable to issue a permit without a street address). Contact the Survey Department (209-223-6371) for address information.
- Indicate if encroachment is a condition of Use Permit, Map, Subdivision, GP Amendment, or Zone Change.
- Indicate type of encroachment you wish to construct.
- Be sure to sign and date the application.
- Sign and date the Encroachment Permit General Conditions (both pages).
- Complete the Owner-Builder form (4 pages), if you are the owner.
- Complete the Licensed Contractor's Declaration if you are contracted to perform the work on the owner's behalf.
- Complete the Authorization of Agent to Act on Property Owner's Behalf if you are neither the owner nor the Contractor.

**Fees:** Commercial: permit fee is \$625.00

Residential: permit fee of \$625.00 plus a security deposit equal to 75% of a contractor's estimate. This deposit will be refunded upon the completion of the encroachment. You have two options:

1. Get an estimate from a licensed contractor and submit a copy of that estimate for approval and pay 75% of that cost plus your \$625 Permit Fee.
2. Or, use the average estimate that we received from three contractors (\$2,100). The total fee amount will be \$2,725 (\$625 for the permit and \$2,100 security deposit).

Submit your application package and payment at the Public Works office counter at the County Administration Center, 810 Court Street, Jackson, Ca 95642 between the hours of 8:00 a.m. and 4:30 p.m., Monday through Friday or mail the application and fees to the same address. Any questions or to make your payment by phone, call (209) 223.6429 ext. 0.

**NOTE: Reimbursement of security deposit will be paid to the person(s) name(s) listed on the check or credit card.**

You will be given one (1) year, from the date the permit was issued, to complete your encroachment. If you are unable to complete the work within this time frame, you will need to contact us (209-223-6532) to extend the time of your permit.

When your encroachment is completed, a final inspection must be done. Call the Encroachment Hotline to schedule an appointment. After the final inspection, you will be notified, via email, that your encroachment is approved and finalized.

Your deposit, less any fees, will be made payable to the person(s) whose name and address is on the check or credit card. Checks are mailed out within 30 days.