

CITY OF TULELAKE

DEPARTMENT OF PUBLIC WORKS

TO: Building Permit Applicants, Contractors, Property Owners and Encroachment Permit Applicants

FROM: Brett Nystrom, Director of Public Works

SUBJECT: Encroachment Permits

The Tulelake Municipal Code requires an Encroachment Permit from the Department of Public Works BEFORE any work is done in the public right of way or on any City facility. This includes, but is not limited to, any work in the street, any work between the back of curb or back of sidewalk and the right of way line (property Line), and construction of, or modification of public infrastructure such as curb, gutter, sidewalk, and driveway approaches. It also includes construction of, or modification of, or connection to, any City sewer, water, and storm drain facility.

In addition to the plans prepared for the Building Department for a building permit, plans prepared by a registered civil engineer may be required by the Department of Public Works for any public infrastructure improvements that need to be constructed. Therefore, please discuss the need for plans with the Director of Public Works early in your process.

A building permit issued by the Building Department is NOT an Encroachment Permit and does NOT authorize you or allow you to perform any work in the public right of way or on any City facility.

Please submit the Application for Encroachment Permit, with the application fee, to the Department of Public Works at City Hall at least one week prior to the proposed start of construction. Any plans required by Public Works should be previously approved by Public Works and submitted with the Application for Encroachment Permit. The Application will be reviewed, and if approved, an Encroachment Permit will be issued with the standards and specifications for the proposed construction.

As of April 7, 2015 the application fee is \$100 in accordance with Resolution No. 15-06. For simple permits, this includes inspection. For complicated work and development permits, this fee is a deposit against the cost of inspection. Public Works will require an additional deposit for the cost of inspection or will invoice additional inspection time on a monthly basis and/or upon completion.
