

# ENCROACHMENT PERMITS

Public Works Agency  
Roads & Transportation  
800 S. Victoria Avenue  
Ventura, CA 93009-1620



## **WHAT IS AN ENCROACHMENT PERMIT?**

An Encroachment Permit (EP) is an authorization from Ventura County Public Works Agency - Roads & Transportation (VCPWA-RT) for property owners, companies, contractors, utilities and other agencies to conduct any activity within, under, or over county-maintained road right-of-way (ROW). The width of the ROW varies. Generally, the County road ROW extends 30 feet to each side of the road center line for a two-lane road. The ROW often includes more than the area covered by asphalt or concrete. To find out the width of a road, use the county's software located here: <https://www.ventura.org/transportationgis/>

## **WHEN IS AN ENCROACHMENT PERMIT REQUIRED?**

An EP is required for any activity, work, or traffic impacts to any county-maintained road. Examples include excavating or cutting the pavement, construction of sidewalk, maintenance or installation of an underground pipe or overhead cables, utility work, filming, transporting large or heavy loads, conducting special events, or placing wireless facilities.

## **WHAT IS INCLUDED IN THE PERMIT?**

An EP includes the permit number, dates the permit is valid, permittee information, a brief description of the proposed activity or work, the name and phone number of the inspector, special conditions for the type of work, and standard conditions. The conditions will address liability, traffic control, backfill, compaction, and cleanup, restoration of the right-of-way, storm water pollution, and other items of importance.

## **HOW LONG IS THE PERMIT VALID?**

Most EPs are valid for three (3) months. An EP may be authorized for a shorter or longer duration depending on the type of work. EPs may be extended upon written request and payment of a permit extension fee. The request is found at the link below.

## **HOW MUCH DOES THE PERMIT COST?**

The cost of an EP varies with the type of work. The cost includes the issuance fee and permit fee, and any applicable engineering or additional inspection fees. A fee is assessed for any permit extension, revision, or cancellation. The Fee Schedule can be found at the link below.

## **WHERE DO I APPLY FOR AN ENCROACHMENT PERMIT?**

Applicants may apply electronically, via email, or in person at the Public Works Agency (PWA) public counter in the Hall of Administration at 800 South Victoria Avenue, Ventura. If applying electronically, then the application can be found at the link below. Email the application to:

[PWA.TransPermits@ventura.org](mailto:PWA.TransPermits@ventura.org). When applying in person, the PWA Counter is located on the 3<sup>rd</sup> Level next to the escalator. Counter hours are 8 a.m. to 4:30 p.m.

### **HOW LONG DOES IT TAKE TO ISSUE A PERMIT?**

Permits for short duration routine utility work can be issued within two (2) working days after receiving a complete application. Complex permits require more time and may take a month or more to process. During the application process, VCPWA-RT staff will notify the applicant if more information is needed to issue the permit. Applicants are encouraged to apply early to allow ample time to process the permit.

### **HOW DO I OBTAIN A PERMIT?**

**DigAlert:** Permittees must call DigAlert prior to digging, cutting, or excavating. Call 811 or 1-800-227-2600 no sooner than 14 days before the work and no later than 2 days before the work. For more information or to apply online contact <https://www.digalert.org/>.

**Insurance:** Insurance is required for any activity or work in the ROW.

**For major projects the following may be required:**

- **Construction Drawings:** The applicant should provide construction drawings with the application package.
- **Traffic Control Plan (TCP):** For high volume roadways, the applicant may be required to provide a TCP prepared in accordance with the California Manual of Uniform Traffic Control Devices (CAMUTCD) and certified by a Civil or Traffic Engineer.
- **Trust Fund Deposits:** For any activity that may have significant impacts to the traveling public, an additional deposit may be required to cover the additional engineering or inspection required during the project.
- **Road Closures:** Road closures shall be requested through VCPWA-RT and may take additional time to review.

### **REQUESTS AND INQUIRIES**

If you have questions, contact Roads & Transportation Permits:

Phone: (805) 654-2055

Email: [PWA.TransPermits@ventura.org](mailto:PWA.TransPermits@ventura.org).

<https://www.vcpblicworks.org/applyforpermits/>