



# CITY OF COEUR D'ALENE Encroachment Permit Application

**If you are doing any construction or excavation work in the City right-of-way, or connecting to the City water or sewer, you must obtain an encroachment permit. Without all of the requested information (as it pertains to your project) your permit cannot be processed.**

**Job Address** N S E W \_\_\_\_\_ ST AVE DR RD P LN Cir Ct Wy Lp

**Project Start Date** \_\_\_\_\_ **End Date** \_\_\_\_\_

**Type of Work**  Approach  Curb  Sidewalk  Street Cut  Sewer Connection  Centennial Trail  Prairie Trail  Swale

**Obstructions**  Street/Alley  Sidewalk  Sidewalk Seating  A-Frame Signs

**Insurance:** Any work or encroachment in City right of way requires you to furnish the City with a Certificate of Liability Insurance naming the City of Coeur d' Alene as an additional insured. The liability minimum is \$500,000 combined aggregate policy for each occurrence. For outdoor eating the minimum is \$1,000,000. Please have the certificate written with an annual expiration date of 12/31. The cancellation (endeavor) clause must be amended to read 30 days written notice to the above named certificate holder and the remainder of the clause crossed off.

**When the proposed work involves full or partial street closures, utility work, or street/alley cut, a site plan with a description of work and a detailed traffic control plan must be submitted with the application.** The plan must conform to the MUTCD and show all required signs, barricades, cones, flaggers, detours, etc. and appropriate dimensions and wording (i.e. "Detour", "Road Closed Ahead", etc.)

**Owner:** \_\_\_\_\_ **Contact Person** \_\_\_\_\_ **Phone** \_\_\_\_\_ **Fax** \_\_\_\_\_

**Address(C/S/Z):** \_\_\_\_\_ **E-mail** \_\_\_\_\_

**Contractor:** \_\_\_\_\_ **Contact Person** \_\_\_\_\_ **Phone** \_\_\_\_\_ **Fax** \_\_\_\_\_

**Address (C/S/Z):** \_\_\_\_\_ **E-mail** \_\_\_\_\_

**Idaho Contractor Registration No.** \_\_\_\_\_ **Expiration date (m/d/y):** \_\_\_\_\_

**City of Coeur d Alene Drain Layers No.** \_\_\_\_\_ **Expiration date (m/d/y):** \_\_\_\_\_

**State of Idaho Licensed Plumber No.** \_\_\_\_\_ **Expiration date (m/d/y):** \_\_\_\_\_

**\*\* Please contact Municipal Services for application, fees, requirements and/or questions on Drain Layers licensing at 769-2229. \*\***  
*(Drain Layers must have an Original Bond \$2000, payable to the City, on file with Municipal Services in addition to the Liability Policy requirements and be a State of Idaho Registered Contractor)*

All work must be inspected by a city inspector. All flatwork must be inspected prior to placement of concrete but after the forms are set. Please schedule all inspections through the inspection line by calling 769-2391 at least 24 hours **prior** to when the inspection is needed. It is the responsibility of the contractor to notify Emergency Services, Schools, and Waste Management of ANY street or alley closures or traffic delays.

**Owner/Authorized Agent** \_\_\_\_\_

**Date** \_\_\_\_\_