



## Encroachment Permit Submittal Requirements

Public Works

City of Wildomar

pwpermits@cityofwildomar.org

Email To: pwpermits@cityofwildomar.org	Item	Included
1	<b>Encroachment Permit Application</b>	<input type="checkbox"/>
1	<b>Traffic Control Plans</b>	<input type="checkbox"/>
1	<b>Construction Plans Identifying:</b> <ul style="list-style-type: none"> <li>• Proposed construction activities and locations (provide dimensions)</li> <li>• References to City Standards (where applicable)</li> <li>• Site BMPs</li> </ul>	<input type="checkbox"/>
1	<b>Certificate of Insurance:</b> <ul style="list-style-type: none"> <li>▪ Must list the City as additionally insured for General Liability, Auto Liability, and Workers Compensation</li> <li>▪ Must include policy numbers, expiration dates, and limits of coverage</li> </ul>	<input type="checkbox"/>
1	<b>Additionally Insured Endorsements for:</b> <ul style="list-style-type: none"> <li>▪ <b>General Liability Coverage</b> <ul style="list-style-type: none"> <li>○ <i>CG 20 12 form or at least as broad in coverage</i></li> <li>○ <i>Primary endorsement is required</i></li> <li>○ <i>Waiver of Subrogation is required</i></li> </ul> </li> <li>▪ <b>Business Automobile Liability Coverage</b> <ul style="list-style-type: none"> <li>○ <i>Additionally insured endorsement is required</i></li> <li>○ <i>Waiver of Subrogation is required</i></li> </ul> </li> <li>▪ <i>Policy numbers on Endorsements must match policy numbers on certificate of insurance</i></li> <li>▪ <i>All endorsements must specifically list "the City of Wildomar, its elected officials, officers, employees, agents and volunteers" as additionally insured on endorsements and should clearly identify the location(s) of work.</i></li> </ul>	<input type="checkbox"/>
1	<b>Waiver of Subrogation for Workers Compensation</b> <ul style="list-style-type: none"> <li>▪ <i>Policy number on waiver must match policy number on certificate of insurance</i></li> <li>▪ <i>Waiver of Subrogation must specifically list "the City of Wildomar, its elected officials, officers, employees, agents and volunteers" as additionally insured on endorsements and should clearly identify the location(s) of work.</i></li> </ul>	<input type="checkbox"/>
1	<b>Permit Fee</b>	<input type="checkbox"/>