



# 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

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 clause (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 \_\_\_\_\_