ENCROACHMENT PERMIT

CITY OF WALNUT CREEK

1666 North Main Street
Walnut Creek, CA 94596

PERMIT NO. _____

(PLEASE PRINT LEGIBLY)

TO BE COMPLETED BY APPLICANT

LOCATION

Location of Work: Walnut Creek Library 1644 N Broadway, Walnut Creek 94596

Description of Work: library event occurring outside in front parking lot + surrounding areas, tabling, trucks, + mobile aquarium on site

Estimated Start Date: 6-11-25 Estimated Completion Date: 6-11-25

Project Related To: ☐ Site Development # _____ ☐ Building Permit # _____ ☒ N/A

Applicant Attached Plan: ☒ Site Plan ☐ Traffic Control Plan ☐ Pedestrian Control Plan ☐ Other _____

APPLICANT

Applicant (Company): Contra Costa County Library Phone: (925) 608-7700

Applicant Address: 777 Arnold Drive, Suite 210 Fax: ( ) _____

Martinez, CA 94553 Email _____

Applicant Is: ☐ Property Owner ☐ Property Owner/Agent ☐ Contractor ☐ Utility Company ☒ Other Library Staff

Contractor State License #: _____ City Business License #: _____

I have read, understand, and agree to comply with the Encroachment Permit rules and regulations as stated on the reverse side of this permit. I further agree to comply with the City of Walnut Creek's Standard Plans, Standard Specifications, City ordinances, and any conditions attached to this permit.

Applicant's Name (Print): _____

Applicant's Signature: _____ Date: _____

FOR CITY USE ONLY

FEES

		Cost Code	
Permit Fee:	$_____	010 240 3334	☐ Cash
Inspection Fee:	$_____	010 240 3334	☐ Credit Card
Parking Meter Fee:	$_____	010 121 3504	☐ Check # _____
Parking Sign:	$_____	010 240 4016	☐ City Receipt # _____
Security Deposit:	$_____	7502106	
Total:	$_____	Photo Copy of Payment / City Receipt Attached:	☐ Yes ☐ No

☐ Per Schedule Fee (For Utility Companies)

Refund of security deposit will be mailed to the "Applicant" above, unless otherwise noted: _____

CONDITIONS

*Have permit and City approved traffic control plans on site.
*Utility Companies must fax daily crew locations to (925) 256-3587 by 8:00 am.
*Applicant must notify Underground Service Alert (USA) at least two (2) working days prior to excavation.
*All USA and survey marks are to be removed at completion of work.
*No excavation within tree driplines without prior City approval.
*City of Walnut Creek "No Parking" signs must be posted 24 hours prior to construction.
*No construction noise within 500-ft of a restaurant between the hours of 11:30am – 1:30pm.
*No lane, sidewalk, or parking obstructions at anytime within the downtown Core Area and Ygnacio Valley Road during the holiday moratorium (Thanksgiving Day through New Years Day).

☐ _____

☐ _____

INSPECTIONS

INSPECTION INFORMATION - FOR INSPECTIONS, CALL (925) 943-5899 Ext._____
Inspector's office hours are 7:30 a.m. - 8 a.m. and 4 p.m. - 4:30 p.m. Requests received after 8 a.m. will be scheduled for next working day. When requesting inspections, please provide: Name, Company, Permit No., Job Location, Type of Inspection, Date and Time of Inspection and Phone Number.

APPROVAL

Certificate/Endorsements on file with City: ☐ Yes ☐ No

City Attached Standard Plan ☐ No ☐ Yes Plan #'s_____ Roadway Segment #_____

☐ Granted ☐ Attached Conditions

Date Granted: _____ Expires: _____ BY: _____

REVISED 12/10/08

UNDERGROUND SERVICE ALERT (USA) INFORMATION (1-800-227-2600)

Walnut Creek Library - Contra Costa...
Try It Truck
Closed Area.
Access for
1632 Live
Oak Way
Library Garage
1312
N Broadway
EB Parks
Aquarium
Lincoln Ave
Returns
□ : table
• : cone