



APPLICATION FOR CONSTRUCTION/ ENCROACHMENT PERMIT

REQUIRED INFORMATION:

Refer to the Applicant Requirements for Construction/Encroachment Permit

PROJECT OWNER _____

PERMITTEE _____

Address _____ City _____ State _____ Zip _____

Contact Name _____ Phone (____) _____

E-mail Address _____ If a Utility, inspection fees can be invoiced to? _____

CONTRACTOR _____

Address _____ City _____

State _____ Zip _____ Contact Name _____ Phone (____) _____

E-mail Address _____

ENGINEER/AGENT _____

Address _____ City _____

State _____ Zip _____ Contact Name _____ Phone (____) _____

E-mail Address _____

PROJECT INFORMATION: Park Area /Location /Address of Work _____

Nearest cross streets _____ Area/Lot/Tract _____

PLAN REQUIREMENTS: Please provide a description of request including project area, fully dimensioned or scaled plans with project area clearly highlighted, maps, Accessor parcel numbers, scope, type of resources, equipment, materials and length of time required. The application along with the project details can be submitted to: Encroachment.Permits@ocparks.com. Please allow a minimum of thirty (30) working days to process request.

Permit Fee: A \$200.00 fee is required to initiate processing the permit per Board Resolution 10-198. **If permit is cancelled, \$75.00 will be retained and applied as the initial permit processing cost.** Upon receipt of the completed application, staff will coordinate the review of the material. Applicant will be advised of any revisions, additional fees, surety deposit/bond amounts, insurance requirements or other items required prior to permit issuance. A valid certificate of liability insurance complying with the requirements of the County Risk Management Office is required prior to permit being issued. If needed, a sample certificate can be provided. Please allow minimum of (30) working days to process request.

Upon completion of the permitted use, PERMITTEE is responsible for calling the assigned Inspector for final inspection and sign-off, and contacting the Permit Office to request the refund of any surety deposit. Refunds are processed approximately 6-8 weeks after sign-off by the Inspector.

Signature of Applicant: _____ Date _____

(Permit cannot be processed without a legible signature)

Print Name _____ Phone (____) _____

MAIL, FAX, OR DELIVER YOUR APPLICATION TO
OC Parks Reservations and Permits Unit
13042 Old Myford Rd.
Irvine, CA 92602-2304

PUBLIC COUNTER HOURS:

Monday–Friday: 8 a.m. to 4 p.m.

QUESTIONS: PLEASE CALL OR EMAIL

Phone Number: (949) 585-6429

Email: Encroachment.Permits@ocparks.com

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**A MINIMUM OF 30 CALENDAR DAYS IS REQUIRED FOR PROCESSING.
PLEASE BE ADVISED THAT SOME REQUESTS MAY TAKE LONGER.**

THE FOLLOWING IS REQUIRED OF ALL APPLICANTS:

1. Letter of request, including the following information:
 - A. Project owner/company name, address, contact person, telephone number, fax number and email address.
 - B. Engineer and/or Contractor's name, address, contact person, telephone number, fax number and email address.
 - C. County Facility Name (e.g.: Irvine Regional Park).
 - D. Type of activity requesting.
 - E. Job address with nearest cross streets.
 - F. Map Page and Grid locations, if any.
 - G. A completed NPDES compliance form.
 - H. For construction projects include structure/material type, size, length, and number of structures, etc. Please be as detailed as possible.
2. **All plan submittals must be submitted electronically to Encroachment.Permits@ocparks.com and have the Project area clearly highlighted and include all applicable items noted below:**
 - A. County Facility Name.
 - B. Vicinity map, street names, distances to nearest cross streets and map location.
 - C. Orange County Right-of-Way line and Property line (boundaries).
 - D. North arrow and scale.
 - E. Entry or crossing details (profile/section details).
 - F. Right-of-Way dimensions.
 - G. Existing fencing, roadways, bike trails, gates, access (road) area, etc.
 - H. Dimension of structures.
 - I. Copies of resource permit or permits from other agencies.
 - J. (2) sets of hydraulics/hydrology and structural calculations, if applicable.

Plans submitted for final approval must be signed, dated and stamped by a Registered Civil Engineer.

3. An initial filing fee of \$200.00, per Board Resolution 10-198, is required to initiate the permit process and will be applied to the total permit fee. Make checks payable to COUNTY OF ORANGE(*).

Upon receipt of the above, staff will coordinate review of your submitted material. Applicant will be advised of any revisions, additional fees, security deposit/bond amounts, insurance requirements, or other items required prior to permit issuance. Upon completion of the permitted use, PERMITTEE is responsible for calling the Inspector for final inspection and permit sign off, and contacting the Permit Office to request the refund of any security deposit. Refunds are processed within 6-8 weeks after sign-off by the Inspector.

(*)The County of Orange will charge \$25.00 for 1st check returned for insufficient funds and \$35.00 for each subsequent check, per Board Resolution 00-445.