



**City of Ojai
Public Works Department
Encroachment Permit Application Instructions**

1. Business Tax Certificate

All contractors must have a City of Ojai [Business Tax Certificate](#).

2. Complete Application

Fill out applicant sections and sign the permit application. An incomplete application will not be processed. If fields are not applicable, please insert N/A.

3. Insurance Requirements From Permittee

If the work to be performed under a permit will involve an excavation more than six (6) inches in depth in a street, the applicant or contractor shall furnish liability insurance coverage required in Section 7-1.106 in an amount not less than one million dollars (\$1,000,000.00) per occurrence, two million dollars (\$2,000,000.00) aggregate. For all other permits, the applicant shall furnish such liability insurance coverage in an amount not less than that recommended by the most current version of the California Joint Powers Insurance Authority (CJPIA) Contractual Risk Transfer Manual for the type and kind of activity for which a permit is required.

Such insurance must name the City of Ojai and its officials, officers, employees, agents and volunteers as additional insureds on a CG2012 and CA2048, and must be primary and non-contributory on a CG2001 and CA 0449, and include a waiver of subrogation on a CG2404 and CA0444. The certificate of liability insurance must list the City of Ojai as the certificate holder and include encroachment permit in the description. Proof of workers compensation coverage per statutory requirements must also be provided. The permittee must submit to the City certificates of insurance with proper endorsements prior to issuance of this permit by the City. The limits of insurance required herein may be satisfied by a combination of primary and umbrella or excess liability. Proof of following form for excess or umbrella coverage, over primary coverage, found within the policy coverage forms, must be submitted. All insurance companies must meet an A.M. Best Rating of A- and VII. No variation from these insurance requirements shall be allowed unless approved by the City Attorney. The insurance limits of permittee's existing insurance coverages shall apply to any and all claims relating to this work even if those limits are in excess of the limits required by this permit.

4. Sketch

Provide a sketch of the location of the work.

For second driveways or driveway modifications: provide a sketch showing the driveway width showing the existing driveway and the proposed modification.

5. Traffic Control Plan

If the work requires a lane closure, a detour, or shifting traffic to a different path of travel, the permittee shall prepare a temporary traffic control plan (TCP). Work shall conform to Part 6, Temporary Traffic Control, of the California Manual on Uniform Traffic Control Devices (MUTCD). All signs, barricades, delineators, pavement markings, etc. shall conform to California MUTCD specifications. Failure to provide acceptable traffic control or to comply with any other condition of the permit will result in a job shutdown until released by the City.

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Photocopies of the MUTCD may not be accepted.

In the vicinity of any Elementary, Middle, or High School, the permittee/contractor must determine arrival and departure times of said school and must provide for adequate traffic control for any school age pedestrian and/or bicycle routes to the school during the arrival and departure periods. The submittal of traffic control plans must include arrival and departure times for each school.

For additional questions regarding traffic control, contact the Public Works Inspector at (805)-646-5581, ext. 203.

6. Tree Permit

A separate tree application may be required when any permittee wishes to trench, grade, fill, compact or place construction material of any type in the “Drip Line” of an Oak, Sycamore, Mature or Heritage tree. Applications for a tree permit shall be accompanied by an arborist report prepared by an ISA-certified arborist, or deposit funds so that the City can arrange for an arborist’s report at the applicant’s expense.

“Drip Line” shall mean the area around a tree that encompasses a series of points formed by the vertical dripping of water from the outward branches and leaves of a tree, plus five (5') feet beyond those points. ([OMC Sec. 4-11.03](#))

The tree permit application, instructions, and requirements are available on our website [here](#).

7. Fees

Fees are calculated based on the type of work. Each permit has an issuance fee and an inspection fee. The Master Fee schedule can be found on our website [here](#).

Methods of payment accepted: cash, check, Visa or MasterCard. Note the credit card holder will need to speak with cashier for payment processing.

Upon approval of 1-5 the above, the fee is paid prior to permit issuance.

8. All documents are required for submittal. Documents may be submitted via mail or email.

City of Ojai
Attn: Public Works Department
408 S. Signal Street
Ojai, CA 93023

Email:pwpermits@ojai.ca.gov

Note: Permits without traffic control average two weeks for processing.

9. Work Hour Restrictions

Construction activities must comply with the City of Ojai’s noise ordinance. Construction activities may be performed Monday-Friday from 7 a.m. to 5 p.m., except for City observed holidays. Exception: residents who are working on their own home improvement projects

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may work on weekends from 8 a.m. to 6 p.m. (Section 5-11.04), providing such construction activity is for the purpose of improving the property where the work is being performed, is not carried on for profit or livelihood, and otherwise meets the noise level standards. Copies of the full ordinance are available at the City of Ojai Community Development Department, 401 S. Ventura Street or online at: <http://www.qcode.us/codes/ojai/>

The 2024 City Holiday schedule where contracted work is not permissible are as follows:

Monday, January 1, 2024
Monday, January 15, 2024
Monday, February 19, 2024
Monday, April 1, 2024
Monday, May 27, 2024
Thursday, July 4, 2024
Monday, September 2, 2024
Monday, November 11, 2024
Thursday, November 28, 2024
Friday, November 29, 2024
Tuesday, December 24, 2024
Wednesday, December 25, 2024
Tuesday, December 31, 2024