

## Encroachment Permits Frequently Asked Questions

### **What is an Encroachment?**

Encroachment. The term “encroachment” shall mean any construction work performed within a public right-of-way or public service easement; any work other than construction work performed within a public right-of-way or public service easement which obstructs the public right-of-way or public service easement or interferes with the use of the public right-of-way or public service easement for its intended purpose; and any structure or object other than a vehicle which is placed or installed within a public right-of-way or within a public service easement in a manner which obstructs the public right-of-way or public service easement, or in a manner which otherwise interferes with the use of the public right-of-way or public service easement for its intended purpose.  
(14.08.020)

### **When is an Encroachment Permit required?**

An encroachment permit must be obtained for all proposed activities related to the placement of encroachments within, under, or over the City of Chico rights of way. Some examples of work requiring an encroachment permit are utilities, excavations, vegetation planting or trimming, surveys, driveways, special events, and commercial filming activities. A list encroachment exemptions can be found here: [14.08.070](#)

### **How/where do I apply for an Encroachment Permit?**

Applicants must complete a Encroachment Permit Application online and attach supporting documentation such as: Site plans, and Traffic Control Plan.

- **Permit Portal:** [chicoca.gov/etrakit](http://chicoca.gov/etrakit)
- **Encroachment Permit Information Page:** [chicoca.gov/ep](http://chicoca.gov/ep)

### **What are the fees to process my Encroachment Permit Application?**

Fees vary depending on the type of encroachment and the amount of staff hours needed to review and inspect it. The City of Chico Fee Schedule is linked below, Encroachment Permits fee categories can be found on page 65 under *Public Right of Way Fees*.

- **City Fee Schedule:** [24/25 Master Fee Schedule Published](#)

### **How long will it take to process my Encroachment Permit Application?**

Our goal is to review, and process completed applications within 10 business days. Processing times may vary depending on the scope of work, location, and completeness of your submittal. To help avoid delays, please ensure all required documents, plans, and fees are included when you apply.

### **What happens when a document needs to be revised or corrected and resubmitted?**

Any subsequent submittal will restart the 10 business day review window for the specific review type.

### **What Documents are required for Encroachment Permit Review and Approval?**

- Site Plan
- Traffic Control Plan
- City of Chico Business License ([Apply Here](#))
- Certificate of General Liability Insurance ([City of Chico Insurance Requirements](#))
- Surety Bond ([Bond Form\\*](#))
- Erosion and Sediment Control Plan ([ESCP Checklist](#))

### **What do the different Permit Statuses Mean?**

- **UNDER REVIEW:** Application still in 10-day review period or required documents have not been submitted.
- **REVIEW COMPLETE:** Application review has been complete, but fees are due and/or work schedule has not been communicated.
- **ON-HOLD:** Application review has been completed and fees have been paid but work schedule needs to be submitted to the Encroachment Permit team.
- **ISSUED:** The permit is Issued, and construction may proceed with proper inspection requests submitted for every day of work in the City Right-of-Way.
- **FINALED:** Work has been completed, inspected, and approved by the City Inspector.
- **EXPIRED:** Work has not been completed but the approved window of time has passed.