

Application For Permit Checklist

Encroachment permits are not over-the-counter permits; these permits require review and approval prior to work. The typical review time is 5-10 business days, depending on the type work being performed; please plan accordingly. The following are general requirements to apply for a permit:

- Completed Application For Permit.
- Copy of valid Certificate of Insurance (naming City of La Habra as additionally insured).
- Copy of Valid City Business License.
- Copy of Valid Contractor's License.
- (3) Sets of scaled construction (11"x17" or 24"x36") plans showing the location, dimensions and nature of the proposed work.

Plan Resubmittal Checklist

- A Transmittal Letter.
- Plan checker's redlined plans.
- Plan checker's memo.
- (3) Revised sets of scaled plans.