



## City of Fortuna

621 Eleventh Street, Fortuna, CA 95540

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# Encroachment Permits... Special Event Permits... Temporary Banner Permits... General Information

### What's the difference?

**Encroachment Permits** are needed for activities, materials, and equipment which will **occupy or take place within City right-of-way (usually streets, alleys or sidewalks)**. Examples include construction or repair of sidewalks and driveways, installation of utilities, repairs to utility lines, painting using scaffolding or ladders, trimming of trees, placing equipment, containers or other materials on public streets and sidewalks which may interrupt the customary flow of vehicles or pedestrians.

**Special Event Permits** are for activities requiring **closure of streets or other public right-of-way** for activities such as parades, races, sidewalk sales, block parties, and special events.

**Temporary Banner Permits** are for the placement of banners over public streets. The content of banners and signs is limited to the announcement of local community events.

### Why do I need an encroachment permit?

- To provide for public safety.
- To ensure that if someone is injured during a project or an event that liability is covered by the permit holder rather than by the citizens of Fortuna.
- To provide for City staff to assist where appropriate with an activity or event.
- To assure that the space is available, and not being used by others.

### How do I apply?

1. Pick up permit application, including general conditions and insurance requirements, at City Hall.
2. Complete the application and return to City Hall with appropriate fee and proof of insurance. Applications will not be accepted without payment of fee and proof of insurance. Applications, fee and insurance can be hand delivered or mailed. **Faxed applications will not be accepted.**
3. The application will be reviewed by appropriate City staff who will determine special conditions. These conditions will be attached to your permit application.
4. Allow a minimum of ten (10) working days for processing of a Permit application. (Note: There is only one approved location for hanging banners, above Main Street at 11th, and it is frequently used. To assure a spot for your banner – you need to submit a permit application as early as possible).
5. You will be notified when your permit is approved. A copy of your approved permit can be picked up at City Hall, or it can be mailed to you, however **NO WORK CAN BE STARTED PRIOR TO NOTIFICATION BY THE CITY OF PERMIT APPROVAL.**
6. If your permit cannot be approved as submitted, you will be notified and staff will attempt to assist you in order to get a permit issued.