Instructions for Completing a Residential Encroachment Permit Application

- Fill out the first page of the Encroachment Permit Application form starting with owner’s name, address and phone number. List your Contractor, if you have one, and include his address and phone number.
- Project Location = address of encroachment
- Please indicate if encroachment is a condition of Use Permit, or Map
- Please indicate type of encroachment you wish to construct
- Be sure to sign and date the application
- Fill out the Owner-Builder and Contractor’s Declaration

FEES:

The current fee for a permit is $625.00. We also require a Security Deposit equal to 75% of a contractor’s estimate. This deposit will be refunded in full upon the completion of the encroachment. You have two options—

1. Get an estimate from a licensed contractor and submit a copy of that estimate for approval and pay 75% of that cost.
2. Use the average estimate that we got from three contractors ($2,800). This will amount to a total of $2,725 - $625 for the permit and $2,100 for security.

Submit your application at the Public Works office counter at the County Administration Center, 810 Court Street, Jackson, CA 95642 between the hours of 8:00 a.m. and 4:30 p.m. Monday through Thursday.

Upon submittal of application and payment of fees, an orange stake will be given to you. You will need to place it at the centerline of your encroachment just off the edge of the road, on the date you indicate on the application. That is when the inspector will go out and mark the boundaries of the encroachment with white paint. When he gets back in the office he will type up the permit and mail it out. This process usually takes less than a week.

When your encroachment has a final inspection, we begin the process of refunding your security deposit. Please be advised that it takes approximately 2 weeks to receive your refund.