

Howard. N. Dashiell  
DIRECTOR OF TRANSPORTATION

Road Commissioner  
County Engineer, RCE 42001  
County Surveyor, PLS 7148



#### FUNCTIONS

Administration & Business Services  
Airports  
Engineering  
Land Improvement  
Roads and Bridges  
Landfills

**COUNTY OF MENDOCINO**  
**DEPARTMENT OF TRANSPORTATION**  
340 LAKE MENDOCINO DRIVE  
UKIAH, CALIFORNIA 95482-9432  
VOICE (707) 463-4363 FAX (707) 463-5474

## ENCROACHMENT PERMIT PROCESS

**APPLICANT MAY NOT BEGIN ANY WORK PRIOR TO OBTAINING SIGNED PERMIT.**

### SUBMIT APPLICATION WITH APPROPRIATE FEES:

- Applications are available on the Mendocino County Department of Transportation Permits Webpage at: <http://www.mendocinocounty.org/government/transportation/dot-permits-applications>
- For application assistance please call (707) 234-2850.
- Fees vary, please call for appropriate fees. Methods of payment accepted are cash, check, credit card, established credit account, or money order. Processing of permit may not begin until fees are paid.
- EMAIL ([dot@mendocinocounty.org](mailto:dot@mendocinocounty.org)) or FAX application to (707) 463-5474.
- Apply in person or mail to: 340 Lake Mendocino Drive Ukiah, CA 95482.
- Contractors must submit license number; owner/builder must explain how they intend to complete permit, specifically paving requirement.
- Applicant may be required to submit a Water Pollution Control Plan with the application dependent on project activities and location. Refer to the Construction Site Stormwater Pollution Compliance Checklist on the application.
- Non owner(s) must explain and show proof of authority to construct.
- Incomplete applications will be denied.

### APPLICATION IS PROCESSED AND SENT TO INSPECTOR FOR FIELD REVIEW WITH REPRESENTATIVE OF OWNER:

- Field meeting is arranged, field meeting checklist is completed, and the inspector answers questions.
- Inspector returns comments.

### PERMIT IS ISSUED:

- Permit authorizing work is sent to appropriate person. Please read entire permit before start of work.
- Permit must be kept on site and available for inspection.
- If permit is not on site there is no permission to work and work is subject to shutdown and/or fines.
- **The Encroachment Permit Office MUST be notified at least 48 hours prior to beginning work.**
- The Encroachment Permit Office telephone number is: (707) 234-2850 which is also provided on the permit.
- Once advance notice has been given, authorized work may begin.

### FINAL INSPECTION:

- **When work is done, permittee MUST call for a final inspection.**
- **Call Encroachment Permit Office (707) 234-2850 to schedule a final inspection.**
- If work is satisfactory a notice of completion is issued and permit is closed.

IF YOU NEED ANY FURTHER INFORMATION ABOUT THE PERMIT PROCESS YOU MAY CALL:  
(707) 234-2850