CITY OF VERNON

ENCROACHMENT PERMIT PROCESS

How to Apply

Submit your Encroachment Permit Application online through the City of Vernon Customer Self-Service Portal.

Step 1: Visit the City of Vernon website.

Step 2: Navigate to: **How Do I? → Apply For... → Plan Check and Permit Process → City of Vernon's Customer Self-Service Portal Link**

Step 3: Select **"Encroachment – Regular"** and complete the application.

If you do not already have an account, you will need to create one. The portal will allow you to track the permit status, pay fees online, and submit future applications.

Required Documents

Please upload all of the following documents with your application:

1. Construction Plans - Provide detailed plans that include the scope of work, drawings, and/or location map

2. Traffic Control Plans - Submit detailed traffic control drawings. **(***may reference: WATCHBOOK – Work Area Traffic Control Handbook)*

3. Insurance Documents - Submit a complete insurance packet meeting the City's requirements. *(See Page 3: Standard Insurance Requirement)*

4. City Business License - Provide a copy of the City Business License for the contractor performing the work.

5. Contractor State License - Provide a copy of the contractor's State License. (Class A or Specialty Trade according to proposed work)

6. Stormwater Acknowledgment Form - All contractors must complete and submit the Stormwater Acknowledgment Form located on Page 2. This form confirms compliance with applicable stormwater regulations.

Important

- Incomplete applications may delay processing. To expedite review, upload all required documents through the online portal when submitting your application.
- A pre-construction meeting is required after issuance, before any work begins.
- To schedule a pre-construction meeting, contact the staff listed below by phone or email.
- Inspection requests must be submitted at least 24–48 hours in advance.
- Permit fees are established by the City's General Fee Schedule, available on the City website under: **Government → Finance/Treasury → General Fee Schedule**

Need Assistance?

Hannia Contreras
Administrative Assistant
(323) 826-3623 ext. 818
hcontreras@cityofvernonca.gov

Carlos Velazquez
Assistant Engineer
(323) 826-3623 ext. 526
cvelazquez@cityofvernonca.gov

Office Hours:
Monday – Thursday
7:00 AM – 5:30 PM

Revised 06/2026

Statement of Intent to Comply with Minimum Requirements of the Stormwater Permit

CITY OF VERNON

PUBLIC WORKS DEPARTMENT

Construction Stormwater Program

Permit Number: _____ Date: _____

Applicant: _____

Project Address: _____

Property Owner: _____

Contractor: _____

Contractor's Address: _____

Phone: _____

The National Pollutant Discharge Elimination System (NPDES) is a portion of the Clean Water Act that applies to the protection of receiving waters. Under permits from the Los Angeles Regional Water Quality Control Board (RWQCB), certain activities are subject to RWQCB enforcement. To meet the standards of the Waste Discharge Requirements for Municipal Separate Storm Sewer System (MS4) Discharges within the Coastal Watershed of Los Angeles County, Except those Discharges Originating from the City of Long Beach MS4 (CAS004001), the City of Vernon has adopted minimum standards for stormwater runoff from development construction activities.

These minimum standards require the implementation of an effective combination of erosion and sediment control Best Management Practices (BMPs) to prevent erosion and sediment loss, and the discharge of construction waste at each site. At a minimum, the construction activity associated with the construction project identified above shall be conducted in such a manner that:

- Prevents illicit construction-related discharges of pollutants into the MS4 and receiving waters.
- Implements and maintains structural and non-structural BMPs to reduce pollutants in stormwater runoff from construction sites.
- Reduces construction site discharges of pollutants to the MS4 to the maximum extent practicable.
- Prevents construction site discharges to the MS4 from causing or contributing to a violation of water quality standards.

Note: The Stormwater BMP Construction Handbook sheets developed by the California Stormwater Quality Association shall be used as guidance in determining and implementing required BMPs. The BMP sheets may be reviewed at the Public Works Department counter during regular business hours. A General Construction Permit shall be obtained and maintained for all construction sites one (1) acre or greater. Additional conditions may be required for these sites.

I have read and understand the requirements listed above and certify that I will comply with the minimum requirements above.

Signature: _____ Print Name: _____

Title: _____

Property Owner: _____

STANDARD INSURANCE REQUIREMENTS

Please refer to the insurance requirements listed below. We suggest that you provide your insurance broker/agent with a copy of these requirements and request that they provide Certificates of Insurance complete with copies of all the required endorsements.

1. Certificate of Insurance for Automobile Liability with coverage as indicated:

- **$1,000,000** combined single limit including owned, hired, and non-owned liability coverage.

2. Certificate of Insurance for Workers Compensation with coverage as indicated:

- **$1,000,000** per accident; or
- Provide a "waiver" form certifying that no employees subject to the Labor Code's Workers' Compensation provision will be used in performance of Contract; *or*
- Provide a copy of permissive self-insurance certificate approved by the State of California.

3. Certificate of Insurance for General Liability with coverage as indicated:

- Minimum limits of at least **$1,000,000** per occurrence and **$2,000,000** aggregate written on an Insurance Services Office (ISO) Comprehensive General Liability "occurrence" form or its equivalent for coverage on an occurrence basis. Premises/Operations and Personal Injury coverage is required.

4. Certificate of Insurance for Professional Errors/Omissions with coverage as indicated:

- **$1,000,000** combined single limits.

5. Additional Insured Endorsement:

- **Endorsement** must include reference to the Policy Number and the Insured as they appear on the Certificate. *Blanket endorsements are also acceptable.*
- The City of Vernon, its director, commissioners, officers, employees, agents and volunteers must be endorsed on the policy as additional insureds as respects liability arising out of the Contractor's performance.

**If employing other contractors as part of the services rendered, Contractor's Protective Coverage is required. All subcontractors may be included as insured under Contractors own policy or the Contractor shall furnish proof of separate insurance for each subcontractor, meeting the requirements set forth herein.*

CERTIFICATE HOLDER MUST BE LISTED ON CERTIFICATE AS:

City of Vernon
Risk Management
4305 Santa Fe Avenue
Vernon, CA 90058

INSURANCE SCHEDULE (CONTRACTOR)

The contractor shall provide proof of insurance, including a standard certificate of insurance, in at least the following amounts and coverage (combined single limit permitted):

1. Coverage and Limits

Hazards	Bodily Injury Each Person	Bodily Injury Each Accident	Property Damage Each Accident
Automobile Liability			
Owned Automobiles	$1,000,000	$1,000,000	$1,000,000
Hired Automobiles	$1,000,000	$1,000,000	$1,000,000
Non-Owned Automobiles	$1,000,000	$1,000,000	$1,000,000
Workers' Compensation	$ Statutory		
Employers' Liability	$1,000,000 per employer		

II. Liability

Premises Operations	$1,000,000	$2,000,000	$1,000,000
Elevators (if applicable)	$1,000,000	$2,000,000	$1,000,000
Independent Contractors	$1,000,000	$2,000,000	$1,000,000
Products - Completed Operations	$1,000,000	$2,000,000	$1,000,000
Contractual Liability	$1,000,000	$2,000,000	$1,000,000
Umbrella Liability	$2,000,000	$2,000,000	$2,000,000

a. The general liability policy shall contain the following special endorsements which shall be noted on or attached to the standard certificate of insurance:
   1. An endorsement naming the City of Vernon, its officers, and employees as insureds under the policy.
   2. An endorsement providing the City of Vernon thirty (30) days notice of cancellation or material reduction of coverage.
   3. An endorsement providing coverage for all operations under the City of Vernon permit and specifying the activities covered.
   4. Such other endorsement as may be required by addendum hereto.
   5. A copy of your general and umbrella insurance policy declarations page.
   6. Copy of schedule of forms of endorsements.

NOTE: Contact City of Vernon, Risk Management at (323) 583-8811 with any questions.

INSURANCE ENDORSEMENT
SAMPLE

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED – STATE OR GOVERNMENTAL AGENCY OR SUBDIVISION OR POLITICAL SUBDIVISION – PERMITS OR AUTHORIZATIONS

This endorsement modifies insurance provided under the following:
COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

State Or Governmental Agency Or Subdivision Or Political Subdivision:
City of Vernon, its director, commissioners, officers, employees, agents and volunteers

PROVISIONS

The following is added to **SECTION II – WHO IS AN INSURED**:

Any state or governmental agency or subdivision or political subdivision shown in the Schedule is an insured, subject to the following provisions:

1. This insurance applies only with respect to operations performed by you or on your behalf for which the state or governmental agency or subdivision or political subdivision has issued a permit or authorization.
2. This insurance does not apply to:
   a. "Bodily injury," "property damage", "personal injury" or "advertising injury" arising out of operations performed for the federal government, state or municipality; or
   b. "Bodily injury" or "property damage" included within the "products-completed operations hazard".

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INSURANCE ENDORSEMENT
SAMPLE

Additional Insured Endorsement

Name of Person or Organization

The City of Vernon, its directors commissioners, officers, employees, agents and volunteers.
4305 S Santa Fe Avenue
Vernon, CA 90058

The person or organization named above is an **insured** with respect to such liability coverage as is afforded by the policy but this insurance applies to said **insured** only as a person liable for the conduct of another **insured** and then only to the extent of that liability. **We** also agree with **you** that insurance provided by this endorsement will be primary for any power unit specifically described on the **Declarations Page**.

Limit of Liability

Bodily Injury		each **person**/	each **accident**
Property Damage		each **accident**	
Combined Liability	1,000,000	each **accident**	
General Liability	1,000,000	each **Occurrence**	
	2,000,000	**General Aggregate**	

Products/Completed Operations Aggregate	2,000,000
Personal and Advertising Injury	1,000,000
Damage to Premises Rented to You	100,000
Medical Expense (any one person)	5,000

All other terms, limits and provisions of this policy remain unchanged.

This endorsement applies to Policy Number:

Issued to (Name of Insured):

Effective date of endorsement: Policy expiration date:

Form

INSURANCE ENDORSEMENT

SAMPLE

WORKERS COMPENSATION AND EMPLOYERS LIABILITY POLICY

ENDORSEMENT

POLICY NUMBER:

WAIVER OF OUR RIGHT TO RECOVER FROM OTHERS ENDORSEMENT – CALIFORNIA (BLANKET WAIVER)

We have the right to recover our payments from anyone liable for an injury covered by this policy. We will not enforce our right against the person or organization named in the Schedule.

The additional premium for this endorsement shall be % of the California workers' compensation premium.

Schedule

Person or Organization	**Job Description**
City of Vernon, its director, commissioners, officers, employees, agents and volunteers	Permit

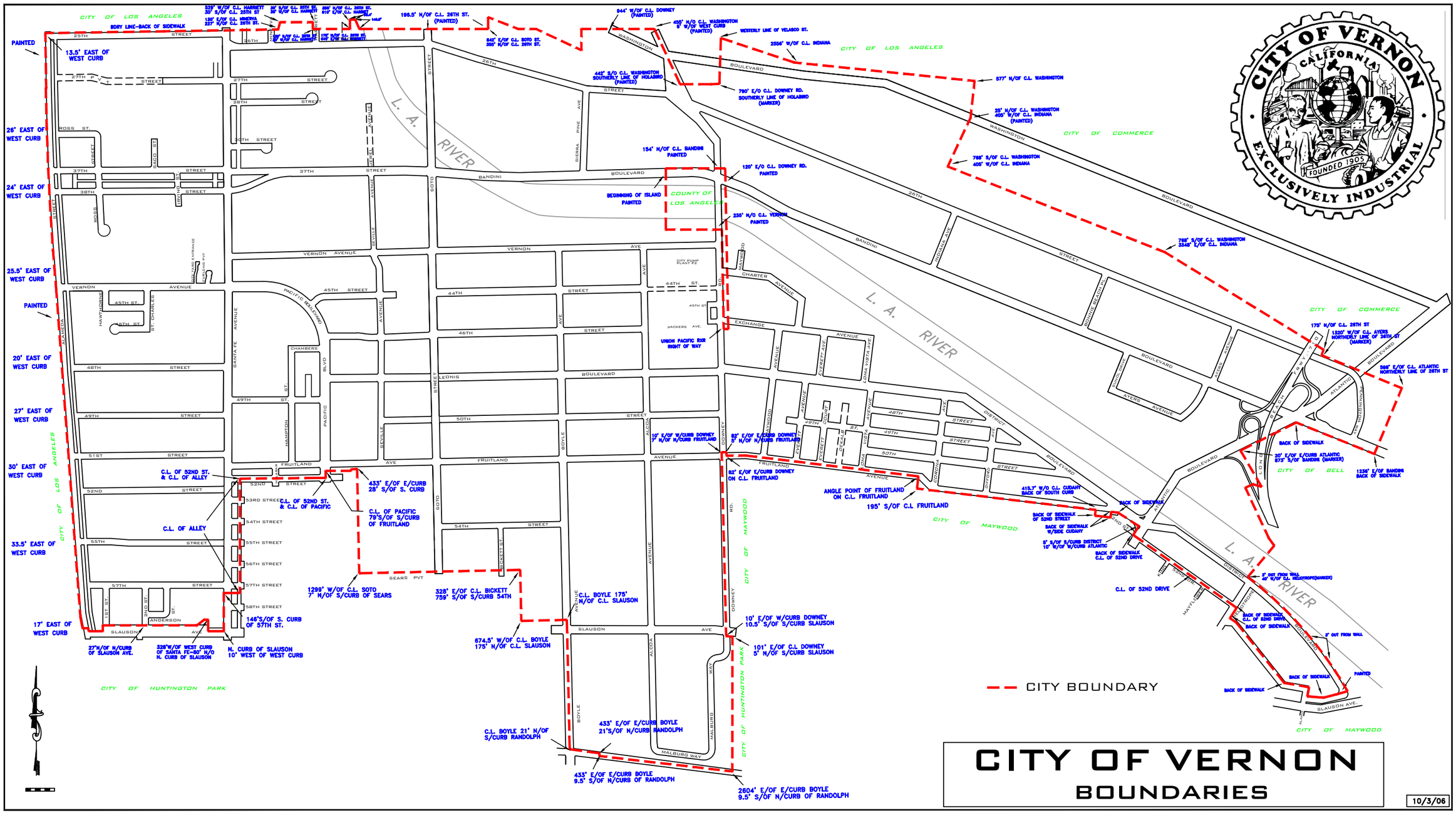
This endorsement changes the policy to which it is attached and is effective on the date issued unless otherwise stated.

(The information below is required only when this endorsement is issued subsequent to preparation of the policy.)

Endorsement Effective Policy No. Endorsement No.
Insured Premium

Insurance Company Countersigned by _____

DATE OF ISSUE: - - ST ASSIGN:


CITY OF VERNON
CALIFORNIA
FOUNDED 1905
EXCLUSIVELY INDUSTRIAL
CITY OF LOS ANGELES
CITY OF HUNTINGTON PARK
CITY OF MAYWOOD
CITY OF COMMERCE
CITY OF BELL
COUNTY OF LOS ANGELES
L. A. RIVER
BNDRY LINE-BACK OF SIDEWALK
PAINTED
13.5' EAST OF WEST CURB
26' EAST OF WEST CURB
24' EAST OF WEST CURB
25.5' EAST OF WEST CURB
20' EAST OF WEST CURB
27' EAST OF WEST CURB
30' EAST OF WEST CURB
33.5' EAST OF WEST CURB
17' EAST OF WEST CURB
529' W/OF C.L. HARRIETT
30' S/OF C.L. 25TH ST.
25' S/OF C.L. 26TH ST.
25' W/OF C.L. HARRIETT
285' S/OF C.L. 26TH ST.
614' E/OF C.L. HARRIETT
195' E/OF C.L. MINERVA
227' N/OF C.L. 26TH ST.
198.5' N/OF C.L. 26TH ST. (PAINTED)
844' E/OF C.L. 20TH ST.
355' N/OF C.L. 26TH ST.
844' W/OF C.L. DOWNEY (PAINTED)
459' N/O C.L. WASHINGTON 8' W/OF WEST CURB (PAINTED)
WESTERLY LINE OF VELASCO ST.
2556' W/OF C.L. INDIANA
442' S/O C.L. WASHINGTON SOUTHERLY LINE OF HOLABIRD (PAINTED)
790' E/O C.L. DOWNEY RD. SOUTHERLY LINE OF HOLABIRD (MARKER)
577' N/OF C.L. WASHINGTON
28' N/OF C.L. WASHINGTON 405' W/OF C.L. INDIANA (PAINTED)
788' S/OF C.L. WASHINGTON 405' W/OF C.L. INDIANA
154' N/OF C.L. BANDINI PAINTED
120' E/O C.L. DOWNEY RD. PAINTED
BEGINNING OF ISLAND PAINTED
235' N/O C.L. VERNON PAINTED
788' S/OF C.L. WASHINGTON 3348' E/OF C.L. INDIANA
175' N/OF C.L. 26TH ST
1320' W/OF C.L. AVERS NORTHERLY LINE OF 26TH. ST (MARKER)
988' E/OF C.L. ATLANTIC NORTHERLY LINE OF 26TH ST
BACK OF SIDEWALK
20' E/OF E/CURB ATLANTIC 875' S/OF BANDINI (MARKER)
1235' E/OF BANDINI BACK OF SIDEWALK
433' E/OF E/CURB 28' S/OF S. CURB
C.L. OF 52ND ST. & C.L. OF PACIFIC
C.L. OF PACIFIC 79'S/OF S/CURB OF FRUITLAND
C.L. OF 52ND ST. & C.L. OF ALLEY
C.L. OF ALLEY
146'S/OF S. CURB OF 57TH ST.
1299' W/OF C.L. SOTO 7' N/OF S/CURB OF SEARS
328' E/OF C.L. BICKETT 759' S/OF S/CURB 54TH
674.5' W/OF C.L. BOYLE 175' N/OF C.L. SLAUSON
27'N/OF N/CURB OF SLAUSON AVE.
326'W/OF WEST CURB OF SANTA FE-80' N/O N. CURB OF SLAUSON
N. CURB OF SLAUSON 10' WEST OF WEST CURB
C.L. BOYLE 21' N/OF S/CURB RANDOLPH
433' E/OF E/CURB BOYLE 21'S/OF N/CURB RANDOLPH
433' E/OF E/CURB BOYLE 9.5' S/OF N/CURB OF RANDOLPH
2604' E/OF E/CURB BOYLE 9.5' S/OF N/CURB OF RANDOLPH
15' E/OF W/CURB DOWNEY N/OF N/CURB FRUITLAND
98' E/OF E/CURB DOWNEY 5' N/OF N/CURB FRUITLAND
82' E/OF E/CURB DOWNEY ON C.L. FRUITLAND
ANGLE POINT OF FRUITLAND ON C.L. FRUITLAND
195' S/OF C.L FRUITLAND
415.7' W/O C.L. CUDAHY BACK OF SOUTH CURB
BACK OF SIDEWALK
BACK OF SIDEWALK OF 52ND STREET
BACK OF SIDEWALK W/SIDE CUDAHY
5' S/OF S/CURB DISTRICT 10' N/OF N/CURB ATLANTIC
BACK OF SIDEWALK C.L. OF 52ND DRIVE
C.L. OF 52ND DRIVE
5' OUT FROM WALL 60' E/OF C.L. HELENTROPE(MARKER)
BACK OF SIDEWALK C.L. OF 52ND DRIVE
BACK OF SIDEWALK
5' OUT FROM WALL
BACK OF SIDEWALK
PAINTED
BACK OF SIDEWALK
CITY BOUNDARY
CITY OF VERNON
BOUNDARIES
10/3/06