



Instructions for the
**Encroachment Permit Contractor
Authorization Form and Authorized
Contractors List**
for
Roadway Encroachment Permits
El Dorado County Department of Transportation

<https://www.eldoradocounty.ca.gov/Land-Use/Transportation>

The Encroachment Permit Contractor Authorization Form and Authorized Contractors List replaces the rider permit process. Submittal and issuance of rider permits is no longer required for site specific encroachment permits. Rider permits are required to add contractors to annual permits until the end of the 2025 calendar year. The contractor authorization process will be implemented for annual permits for the 2026 calendar year.

The Encroachment Permit Contractor Authorization Form and Authorized Contractors List are used when the Permittee hires a contractor(s) to perform work under the “Permittee Authorization For Others To Perform Work” condition of their encroachment permit. An Encroachment Permit Contractor Authorization Form is required for each contractor hired by the permittee. If the Permittee hires more than one contractor to perform work under their permit, the Authorized Contractors List is also required.

Encroachment Permit Contractor Authorization Form

The Encroachment Permit Contractor Authorization Form has two sections that must be completed. The “Permittee’s Declaration” section is to be completed and signed by the Permittee. Include the County WO number assigned to your permit in the space provided. Indicate the contractor you hired, the work they will perform, the contractor’s contact person, and their email and phone number in the spaces provided. Indicate the

permittee, the name and title of the person signing the for permittee, and the date in the spaces provide. Sign the “Permittee’s Declaration” in the signature space provided.

The ”Contractor’s Acknowledgement” section is to be completed and signed by the contractor hired by the permittee. The contractor shall Include the County WO number assigned to the permit in the space provided. Indicate the contractor, the name and title of the person signing the for contractor, and the date in the spaces provide. The contractor shall sign the “Contractor’s Acknowledgement” in the signature space provided.

Authorized Contractors List

The permittee shall complete and submit the Authorized Contractors List if more than one contractor is hired to perform work under the permit. Include the County WO number assigned to your permit, your project number, and the project location in the space provide at the top of the form. Provide the information for each authorized contractor in the table. Indicate the permittee, the name and title of the person signing the for permittee, and the date in the spaces provide. Sign in the space provided.

The Encroachment Permit Contractor Authorization Form and/or Authorized Contractors List can be submitted with the permit application if the contractors have been hired by the permittee prior to submittal. Submittal of the Encroachment Permit Contractor Authorization Form and/or Authorized Contractors List is required before any work is performed in the County right of way by a contractor(s) on behalf of the Permittee. If any contractor is added or removed from the list, the Authorized Contractors List is to be updated and resubmitted to the County immediately. Failure to provide timely updates to the Authorized Contractors List and submittal of associated Encroachment Permit Contractor Authorization Form(s) may result in suspension or revocation of your permit.



EL DORADO COUNTY

DEPARTMENT OF TRANSPORTATION

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Encroachment Permit Contractor Authorization

Permittee's Declaration

The Permittee warrants and represents the Permittee has hired the following contractor to perform the approved encroachment activities under Encroachment Permit WO _____ on the Permittee's behalf as agents in accordance with Encroachment Permit Standard Condition, "PERMITTEE AUTHORIZATION FOR OTHERS TO PERFORM WORK". The Permittee warrants and represents the Permittee has provided a copy of the Encroachment Permit to the contractor listed below, and that the activities related to the Encroachment Permit, whether performed by the Permittee or by the prime contractor below or by any person or entity acting for or on behalf of the Permittee, will be performed in compliance with all terms, conditions, specifications, standards, provisions, and other requirements of the subject Encroachment Permit. The person signing below warrants and represents such person has authority on behalf of the Permittee to make the warranties and representations contained herein, and to agree to and so bind the Permittee to this page.

Contractor Name

Work to be Performed

Contact Person

Email and Phone No.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Permittee

Name and Title

Signature

Date

Contractor's Acknowledgement

By signing below, each prime contractor acknowledges that such contractor has received a copy of Encroachment Permit WO _____ and agrees such contractor, and such contractor's employees, managers, officers, directors, agents, subcontractors, and suppliers, will comply with, and will perform all activities in accordance with, all terms, conditions, specifications, standards, provisions, and other requirements of the Encroachment Permit, including but not limited to notifying the permit inspector as required in the Encroachment Permit. The person signing on behalf of each contractor warrants and represents such person has the authority to make the acknowledgements, warranties, and representations contained herein on behalf of the named prime contractor and has the authority to agree to and so bind the named prime contractor to this page.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Contractor

Name and Title

Signature

Date



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Authorized Contractors List

WO _____ Project No. _____ Project Location _____

Contractor Name	Work to be Performed	Contact Person	Contact Person's Email and Phone number

I declare under that the foregoing is true and correct.

Name of Permittee

Name and Title

Signature

Date