

Permits for work in the right-of-way City of Oxnard

How to apply for an Encroachment Permit

Send an [encroachment permit application](#) and site plan to encroachmentpermits@Oxnard.org. If your project requires traffic control, please provide an approved traffic control plan or traffic control checklist with your application and site plan. Review Traffic Division requirements prior to submitting your application. Details are included later in this guide.

How to apply for a Well / Borehole Permit

Send an encroachment permit application to encroachmentpermits@Oxnard.org. Please refer to the [well / borehole](#) for any additional requirements.

How to apply for a Fireflow Permit and log the results

Send an [encroachment permit application](#) and site plan to encroachmentpermits@Oxnard.org. On the site plan, please indicate which hydrants will be used and specify which hydrants will be flowed and which will be gauged. **A minimum of two hydrants must be flowed simultaneously during your test.**

Please send any requests for atlas sheets to encroachmentpermits@Oxnard.org.

Upon completion of the fire flow test, please use the [fire flow submittal tool](#) to log and upload the [fire flow test worksheet](#).

How to apply for a Transportation / Wide Load Permit

Please send a [transportation / wide load permit application](#) to encroachmentpermits@Oxnard.org. A staff member will respond by sending a docuSign message with a credit card authorization form, the invoice and the approved permit. Single trips \$15.75. Annuals \$78.75. Annuals are restricted to the following parameters:

- Legal weight
- Length shall be 60' or less
- Width is 12' or less
- Height is 15' or less

Traffic approvals

If your permit requires traffic control, you will need to submit a [traffic control checklist](#) or site specific traffic control plan to trafficcontrol.review@oxnard.org. If you have any questions regarding traffic review please contact traffic staff at trafficcontrol.review@oxnard.org. **Traffic approval is required prior to permit issuance.**

If you are required to respond 'No' on all checklist items, please send your checklist, along with the related TA sheet from the most recent version of the MUTCD, to encroachmentpermits@Oxnard.org, along with your completed application and site plan. If are required to respond 'Yes' on any checklist items please follow the instructions provided on the checklist.

Insurance Requirements

The City requires specific language and coverage amounts for work in the public right of way. Review our [insurance requirements](#) here. **If your insurance has not been vetted in the last year, please submit your certificate of insurance to carmen.ramirezhr@Oxnard.org. The permittee and any contractors or subs must have their insurance reviewed and approved prior to permit issuance.**

Licensing Requirements

If you do not have a business license or it is expired, please contact business licensing at ctlicensing@oxnard.org / (805) 385-7817 regarding current business licensing requirements. **The permittee and any subs will need a valid city business license at the time of permit issuance.**

Payments

Payments can be made in person or electronically.

In person - Payments can be made at 214 S C St. Check in at the customer service counter and you will be routed accordingly.

Electronic payments - Payments can be made using Adobe Sign. An invoice and credit card authorization form will be sent to you via Adobe Sign. Once completed, the credit card authorization form will be forwarded to our cashiers for processing. This process can take a few hours. A receipt will be provided when the permit is issued.

Permit Issuance

Permit issuance can be completed in person or electronically.

In person - Permits can be pulled at 214 S C St. Check in at the customer service counter and you will be routed accordingly. In person permit issuance is available Monday - Thursday 8am - 12pm and every other Friday 9am - 12pm. Please call ahead if possible. (805) 385-7890.

Electronic permit issuance - Once any outstanding balances have been paid, the permit, approved documents, and a receipt will be sent via Adobe Sign. **The applicant is responsible for signing and downloading their permit, approved documents, and receipts.**

A letter of authorization may be required at the time of permit issuance. This typically occurs when a consultant is pulling a permit for a contractor. The letter should be on company letterhead and must come from the permittee. It should list the person or persons authorized to sign for the permit. If you have any questions about this requirement please send them to staff at encroachmentpermits@Oxnard.org.

Notes about site plans:

1. Label property lines, including dimensions.
2. Label right of way, including dimensions.
3. Show lanes, lane width, medians, and street width in the work zone.
4. Show sidewalks and parkways, including dimensions.
5. Add note that permit is for work in the right of way only and any required permits for work on private property will be obtained prior to commencing work, if applicable.
6. Add note that all work will be performed in accordance with applicable City of Oxnard standards.
7. Show all existing infrastructure in the vicinity of your work zone, including storm drains, trees, utility poles, and fire hydrants.
8. Drawing must be to scale
9. Attach all applicable City of Oxnard plates. Plates can be found at <https://www.oxnard.org/city-department/development-services/standard-plates-and-design-criteria/>
10. Show limits of any proposed excavation
11. Single line drawings required.
12. Refrain from using aerial images or other photographs in your site plan.