Why do I need a permit?

The City requires an encroachment permit to ensure that the proposed street closure will not inhibit reasonable traffic flow and emergency access in the area. All residents and business owners within the closed area must approve of the closure before a permit can be issued.

When do I need a permit?

An encroachment permit is required anytime you propose to close a public street or a portion of a street, lane or court for a block party.

What is the permit for?

The encroachment permit allows the City to ensure compliance with the applicable codes and regulations, including Chapter 12.08 of the Livermore Municipal Code (Encroachments) and the California Vehicle Code. It assures that the Police and Fire departments are aware of the proposed street closure in advance of the event.

How do I get a permit?

As long as you submit the required information **two weeks** prior to the street closure and meet the conditions stipulated on Technical Bulletin #50, an encroachment permit can be issued at the Permit Center at City Hall. City Hall is located at 1052 South Livermore Avenue.

Who can apply for a permit?

Anyone involved with the street closure event can apply for the permit.

What do I need to submit?

1. A map of the street, showing the homes and businesses occupying the street affected by the proposed closure, and the proposed placement of the barricades and signs.
   (*see example on reverse side)*

2. A list of names, signatures and addresses of all residents and business owners residing on the street to be closed stating that each has been notified by the applicant and that they have no objections.
3. The completed application form attached to Technical Bulletin #50.

What else do I need to know?

Be sure to pick up Technical Bulletin #50. You will need to submit the attached application **two weeks** before a permit can be issued.

Denial of an encroachment permit may be appealed pursuant to Municipal Code Section 12.08.050.

If I have questions about the permit, who do I call?

For more information please call the department shown in bold text below between 8 AM and 5 PM Monday through Friday *(except holidays)* or visit the Permit Center between 8 AM and 5 PM Monday through Friday *(except holidays).*

Engineering Division	**960-4500**
Fire Department	454-2361
Police Department	371-4900

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