

EVENT
REQUIREMENTS
FOR SUBMITTAL REVIEW

1. Provide encroachment permit application form filled-out.
2. Provide a letter describing the event, and what it is for, including anticipated number of participants, etc.
3. Provide copy of the event route map showing the entire course within the jurisdiction of San Joaquin County.
4. Provide the traffic handling plan showing detours, signage and CHP/Sheriff locations, etc. The traffic handling, at designated intersections, shall be provided by either Highway Patrol or the San Joaquin County Sheriff Department. Provide written verification to the County prior to the event from the entity that will provide these services.
5. Provide a copy of the notification letter to residents and/or businesses. Residents shall be notified in writing, as approved by the County two weeks prior to the event.
6. Applicant shall notify and coordinate with all emergency services (fire, police, etc.) and the local postmaster. Provide written verification to the County, prior to the issuance of the permit, from each entity by letter or email. Applicant shall fax Lifecom (209-236-8701) a description letter of the event with the date and time and a list of roads it will affect and provide the "sent" fax transmittal as verification.
7. A Certificate of insurance naming San Joaquin County as additional insured and certificate holder must be submitted to the County prior to the issuance of the permit (1-million dollar coverage minimum).
8. All the confirmations from the different entities, and certificate of insurance must be into the County a minimum of three weeks prior to the event, otherwise there is the possibility of the permit not getting approved.