

CITY OF FAIRFIELD  
PUBLIC WORKS DEPARTMENT

**ENCROACHMENT PERMIT CHECKLIST FOR  
DUMPSTERS/STORAGE CONTAINERS**

*Effective April 1, 2023*

The permit is a one-page document issued over the Public Works front counter (located at City Hall, 1000 Webster Street, 3<sup>rd</sup> Floor). The permit shall identify requirements for the placement of dumpster or storage container on public right-of-way and the person who will be responsible for them. *In order to obtain an encroachment permit, the following additional information must be provided:*

- ❑ **PLAN:** A Plan showing the locations of the dumpster in relation to the project location and the public street. Include street names and appropriate addresses.
- ❑ **FEES:** An Encroachment Permit Application Fee and Inspection Fees will be charged for each permit. Refer to the Encroachment Permit Fee chart for "placing a dumpster, storage unit, or signs."
- ❑ **INSURANCE:** Applicants wishing to place dumpster(s) within the public right-of-way shall provide the following prior to issuance of the permit:
  1. **Certificate of Insurance-** summarizing the Business Owner's or homeowner's insurance coverage, including Liability Insurance in the amount of \$250,000. *Note: Insurance Provider must have a minimum BEST rating of "A".*

***Special requirements:***

1. Reflectorized delineators or barricades shall be placed on either end of the dumpster or storage container since they are an obstruction within the roadway.
2. The encroachment permit can be revoked or suspended if Permittee does not comply with all requirements and conditions.
3. The Permittee shall call the Public Works Inspection Line, at 707-428-7558, at least 24 hours in advance to schedule an inspection prior to the placement of a dumpster or storage container, **and** after it has been removed.

**If you have any questions, please contact the Public Works Department at 707-428-7485.**