



ENCROACHMENT PERMIT APPLICATION

BUSINESS AND DEVELOPMENT SERVICES
P.O. BOX 249 – 5 EAST BUTLER ROAD
MAULDIN * SOUTH CAROLINA 29662
(864)234-3475 / (864)234-3484
WWW.CITYOFMAULDIN.ORG

IN ORDER TO PROCESS, APPLICATION MUST BE COMPLETED IN ITS ENTIRETY.

APPLICATION SUBMITTAL DATE: _____	OFFICE USE	FACILITATOR INITIALS
ENCROACHMENT PERMIT #: _____	<input type="checkbox"/> PW <input type="checkbox"/> FLOOD	_____

**THIS PERMIT REQUIRES INSPECTIONS TO BE COMPLETED BEFORE WORK BEGINS AND AFTER WORK HAS BEEN COMPLETE.
PLEASE CALL THE INSPECTION LINE AT 864-289-8976**

PROJECT LOCATION

FOR HELP COMPLETING THIS SECTION GO TO: WWW.GREENVILLECOUNTY.ORG (Real Property Services)

<input type="checkbox"/> RESIDENTIAL PROJECT – Complete this section	PARCEL ID #: _____		
Street Address: _____	City: _____	State: _____	Zip: _____
Property Owner Name: _____	Email: _____	Phone #: () -	

<input type="checkbox"/> COMMERCIAL PROJECT – Complete this section	PARCEL ID #: _____		
Name of Business/Lessee: _____	Shopping Center / Development Name: _____		
Street Address: _____	Suite #: _____	City: _____	State: _____ Zip: _____
Property Owner Name: _____	Email: _____	Phone #: () -	

CONTRACTOR /CONTACT INFORMATION

State License (LLR) #: _____

Business Name: _____	DBA: _____	Business Phone #: () -	
Mailing Address: _____	Suite #: _____	City: _____	State: _____ Zip: _____
Project Superintendent: _____	Mobile Phone: () -	Email: _____	

Permit for: (Check all that apply) Sewer Encroachment Utility Encroachment Street Encroachment

Work Description:

Include any street or lane closures as well as any structures that will be placed on the street or sidewalk.

OVER

PERMITS REQUESTED /FEES

Permits Requested	Contractor Business Name	State License Number	Total Cost of Work	Permit Fee
<input type="checkbox"/> Encroachment			\$	\$ 35.00
Business License Upgrade (If applicable)				\$
Total Fee				\$

There shall be no excavation of soil nearer than two feet of any public utility line or appurtenant facility except with the consent of the owner hereof, or except upon special permission of this Department after an opportunity to be heard is given the owner of such line or appurtenant facility.

SIGNATURES

By signing this application I (We) accept the permit herein granted and agree to comply with all provisions, terms, conditions and restrictions set out herein. I (We) do hereby agree, and bind my (our) heirs, successors and assigns to assume any and all liability this Department might otherwise have in connection with accidents or injuries to persons, or damage to property including the highway, and to indemnify this Department for any liability this Department might otherwise have by reason of the past, present or future existence of said encroachment.

Applicant: - Printed Name: _____	Title: _____	Company Name: _____
Signature: _____	Phone Number: () -	Email Address: _____

CHECKLIST REQUIREMENTS: *The following information is required to be submitted prior to review of the application by City Staff.*

Please place a check mark next to each item to verify that the information is included in the application submittal.

- Encroachment Permit Application (Application must be 100% complete in order for review)
- Permit Fee: \$35.00
- Certificate of Liability Insurance
 - Certificate Holder named as the *City of Mauldin*
 - Insurance amount: A minimum of \$1,000,000.
- Notarized Statement to warranty defect repairs for one (1) year period
- One (1) set of Plans: no larger than 11 x 17 (to include specifications, maps, etc.)
- Paragraph that includes a detailed description of work proposed in the City's right of way, including:
 - Type of encroachment with work description
 - Existing and/or proposed infrastructure or others structures to be located within the City right-of way
 - Street and Lane Closure (Dates, hours, detours, partial/full closure, etc.)

ACKNOWLEDGEMENTS:

Please place a check mark next to each item below to verify the following acknowledgements as a Permittee:

- I understand that there is a ten (10) day permit review period and that if the application is found to be incomplete the turn-around time
- I have read and understand all General Provision Requirements located on the backside of the permit application and also understand that Special Provisions or conditions may also be required.
- I understand that a Pre-Inspection by the City is Required **BEFORE** Work Begins (48 hours notice required)
- I understand that a Final Inspection by the City is Required **AFTER** Work is Completed (48 hours notice required)
- I understand that the Encroachment Permit is to Remain on the Job Site at **ALL TIMES** during the construction.

Signature

Title

Date