

REQUIREMENTS OF CITY OF CHICO  
FROM CONTRACTOR IN ORDER TO ISSUE PERMITS:

**24 Hour Inspection Request Line: (530) 879-6799**

**NOTE: Calls must be received before 7 AM  
on the day you want inspection.**

General Information: (530) 879-6700

1. City Business License - Contact the Finance Department (530 879-7320)
2. State contractor's pocket license which shows the following information: **A. License number, B. Classification(s), and C. Expiration date.**
3. Contractor shall provide Workers' Compensation carrier, and, policy number at time of permit issuance.
4. Letter from corporation/company/partnership/sole proprietorship authorizing specific employees/agents to sign permits on behalf of said entity at time of permit issuance.
5. **Correct and current owner/lessee/agent/business name, with mailing address(es).**

---

REQUIREMENTS OF THE CITY OF CHICO  
FROM CONTRACTOR IN ORDER TO ISSUE  
**ENCROACHMENT PERMITS (Off-site):**

General Information: (530) 879-6900

1. Pre-approved Excavation Bond form (*provided by the City of Chico*) in the amount of \$10,000 or, an Excavation Bond form provided by the insurance company which has been approved by the City Attorney.
2. Certificate of General Liability in the amount of \$1,000,000, approved by the City of Chico Risk Manager. (530-879-7900)
3. State contractor's pocket license which shows the following information: **A. License number, B. Classification(s), and C. Expiration date**
4. Letter from corporation/company/partnership/sole proprietorship authorizing specific employees/agents to sign Encroachment Permits on behalf of said entity.
5. City Business License - Contact the Finance Department (530) 879-7320.
6. **Correct and current owner/lessee/agent/business name, with mailing address(es).**