



City of Lodi
Public Works Department

**Downtown Encroachment
Permit Application
(Special Events/Non-Construction)**

1. **Business Name:** _____

2. **Business Address:** _____

3. **Phone:** _____ **Business Phone:** _____

4. **Describe Special Event:**

(List structures placed on street, sidewalk, and alleys, including port-a-potties.) _____

Provide simple sketch locating structures within street closure. Structures located within street intersections are prohibited.

5. **Identify Street(s) and Alley(s) to be Closed:** _____

6. **Identify the street closure limits to nearest street intersection:** _____

7. **Event Date(s):** _____

8. **Closure Times:** _____

(Be sure to allow and include time for "set-up" and "clean-up".)

9. **Requesting to serve alcoholic beverages in the public right-of-way?** Yes No

Serving alcoholic beverages is permitted as described in Lodi Municipal Code 9.04.010 and a **copy of the Alcoholic Beverage Control license is required prior to permit issuance. Liquor liability insurance coverage is required prior to permit issuance.**

10. **Additional Information:**

Street closure shall comply with the "Street Closure Provisions". **Insurance coverage is required prior to permit issuance.**

The undersigned agrees to indemnify and save the City of Lodi free and harmless from any liability in accordance with the provisions of Lodi Municipal Code (LMC) Sec. 12.04.040. Permittee is specifically aware of LMC Sec. 12.04 thereof relating to encroachments. The undersigned agrees and understands that a permit can be denied or voided in accordance with City of Lodi rules and regulations subject to inspection and approval. Permit application fees are non-refundable.

DATE _____ SIGNED _____

OFFICE USE ONLY	
PERMIT NO. _____	DATE/TIME RCVD _____
FEE: _____ Minimum amount (Balance to be collected at permit issuance)	
TOTAL FEE: _____	

ENCROACHMENT PERMIT PROCESSING TIME IS A MINIMUM OF 5 BUSINESS DAYS