



VCPWA ROADS & TRANSPORTATION PERMITS SECTION SPECIAL EVENTS



VCPWA-RT – Permits Section – Special Events

General Information (updated 06/30/25)

Note: This information bulletin is intended to address the requirements for smaller special events such as block parties, however larger special events have similar permit requirements.

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Block Parties

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The Permits Section occasionally receives inquiries/requests for block parties or smaller special events. A Special Event (SE) Permit is required for any block party or smaller special event that may generate significant additional traffic, intends to alter or halt normal traffic flow, block streets, block access to parcels, block bicycle or parking lanes, or block sidewalks or walking paths.

Small Gatherings

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Small gatherings of twenty (20) or less persons using the sidewalk temporarily for a party or potluck may not require a permit. It is recommended that individuals intending to sponsor a small gathering of neighbors apply for a Special Event Permit. VCPWA-RT will make a determination on a case-by-case basis. Sponsors of small gatherings will be liable and responsible for activities in the roadway, including any insurance requirements.

Board of Supervisors (BOS)

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On March 19, 2019, the Board of Supervisors (BOS) approved an update to the Encroachment Ordinance (EO). A Special Event Section 12220 was added to the updated EO (link below)

Special Events (SE)

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A Special Event (SE) requires a Special Event Permit as defined in Section 12100(cc). Conducting an SE without a permit is unlawful as defined in Section 12200(a)(10).

12100(cc) Special Event. An organized activity, conducted in the right-of-way, that affects normal traffic flow, for the purpose of recreation, fundraising, or competition, including, but not limited to, running, bicycling, automobile, and motorcycle events; parades; demonstrations; parties; gatherings; and assemblies.

12200(a)(10) Use the right-of-way for an event or activity that impacts normal traffic flow, including, but not limited to, special events;

Ventura County Sheriff (VCS)

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Special events, large or small, are coordinated through or with the Ventura County Sheriff (VCS). The Lead Agency is the VCS and all requests for SEs require a “license” from the VCS as explained in Municode Sections 2211 and 2212 adopted by the BOS September 28, 1982. VCS will consult with the Ventura County Fire Department (VCFD), CEO Risk Management (RM), Public Works Agency (PWA), and the VCS Area Sargent.

2211 No person as a principal shall carry on, manage or conduct any tent show, carnival, musical or theatrical exhibition or entertainment, traveling show or traveling entertainment, circus, menagerie, animal show, turkey shoot, or temporary gathering of any nature whatsoever which is open to the public, when the same is held, carried on, managed or conducted in the open air, in any tent, or in a temporary place of business, without first obtaining a license therefor.



VCPWA ROADS & TRANSPORTATION PERMITS SECTION SPECIAL EVENTS



2212 Application for a license to conduct or manage any tent show, carnival, musical or theatrical exhibition or entertainment, traveling show or traveling entertainment, circus, menagerie, animal show, turkey shoot, or temporary gathering of any nature whatsoever which is open to the public, shall be made to the Sheriff a minimum of sixty (60) days prior to the event by any of the principals sponsoring the event on an application form approved by the Sheriff. Such application shall contain, but is not limited to, the following information...See Municode for items required.

VCS "License" or Parade Permit

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The VCS application for the "license" is called a Parade Permit Application because it was/is modeled for larger parade-like events with hundreds of participants and sponsors traveling or using a specific road or route. When the SE Sponsor plans to use a county-maintained roadway, Ventura County Public Works Agency – Roads & Transportation (VCPWA-RT) is consulted in the pre-approval process. The permit to use the roadway comes specifically from RT. The Applicant/Sponsor obtains a Special Event (J1) Permit from the Permits Section. The SE Sponsor is responsible for contacting the VCS. VCS will issue a permit with Conditions or find that the SE does not need a "license" or Parade Permit. The SE Permit may be deemed void without the "license" from the VCS, if needed.

Insurance

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All permits, including SE Permits, large or small, require the applicant/permittee to have insurance. VCS and/or RM will inform the applicant/permittee regarding insurance, including amounts for Commercial General Liability per Occurrence (CGL-O), CGL Annual Aggregate (CGL-A), Commercial Automobile Liability (CAL), and Workers Compensation (WC). SEs are categorized as low, standard, or high risk. The applicant/permittee can inquire with VCS and/or RM regarding one-day insurance for smaller special events. An inquiry form is provided with the SE package.

Insurance: Special Events

Event	CGL-O	CGL-A	CAL Each	WC
Large	\$1M	\$2M	\$1M	\$1M
Small^^	\$0.5M	\$0.5M	\$0.3M	\$0.5M

^^Applicants can purchase one-day event insurance. Inquire with VCS/RM.

Fees

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SE fees are listed in the table here below. Non-profits as defined by the California tax code may be eligible for a Review Fee waiver. The SE Sponsor should provide proof of non-profit status.

Permit Fees**: Special Events

Event	Application^^^	Review	Eng. Review^^	Permit (J1)	Total***
Large or Small	\$195	\$250	\$380	\$380	\$1,010

** FY26 Fees. ^^ Generally for Traffic Control Plan reviews. ^^^ Required case-by-case and included in permit fee, if permit is issued. Non-refundable, if permit not issued. *** Total does not include Application Fee.

Applications

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An SE Permit is required to conduct an event in the road right-of-way of a county-maintained road. A complete application must be submitted for the permit to be processed in a timely manner prior to the SE. Event organizers must apply for the permit well ahead of the event-day. VCPWA-RT recommends 45-60 days prior to the event-day. Application examples can be provided upon request.

Application Requirements: Special Events

<input type="checkbox"/> VCS License^^	<input type="checkbox"/> Photo
<input type="checkbox"/> Application	<input type="checkbox"/> Public Notification(s)
<input type="checkbox"/> Agent Authorization	<input type="checkbox"/> Schedule of Activities
<input type="checkbox"/> Fees**	<input type="checkbox"/> Street View
<input type="checkbox"/> Insurance	<input type="checkbox"/> Traffic Control Plan
<input type="checkbox"/> Map/Plan	<input type="checkbox"/> Road Closure^^^

^^Permit may not be valid without VCS license.

^^^Road closures have additional requirements.



VCPWA ROADS & TRANSPORTATION PERMITS SECTION SPECIAL EVENTS



**Paid prior to permit issuance, not before.

Small versus Large Events

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There is no exact definition for small versus large events. Determination of a small versus large special events will be made on a case-by-case basis. Factors include, but are not limited to, number of participants, number of roads, traffic impacts, duration, time of day, number of days, road closures versus non-road closures, and previous permits with VCPWA-RT. VCCO Sections 2211, 2212, and 12100(cc) list various types of events. The size and scope of the event will dictate the amount of insurance required for the event. For event sponsors/organizations that do not have the insurance specified herein, please contact Risk Management for the required insurance and cost of one-day insurance. Events permitted prior to March 2019 were likely treated as large special events.

Permit Types^{^^}: Special Events

Bikeathon (L)	Car Show (L/S)	Circus (L)	Marathon (L)	Tent Show (L/S)
Block Party (S)	Demo (L/S)	Luncheon (S)	Parade (L)	Walkathon (L)

^{^^} General guidelines. Type determined on case-by-case basis. L = Large. S = Small.
L/S = Large or small.

Traffic Control Plans

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Parades and larger gatherings will need a TCP and/or Detour Plan, especially if the Special Event requires/needs a Road Closure. Block parties and small gatherings may not need to prepare a formal traffic plan, however sponsors should indicate on the plan/map the arrangement of the event (tables, chairs, parking, vehicles, location of sidewalks, driveways, other roadway features). An informal sketch is an acceptable submittal for block parties and small gatherings. A formal traffic control plan is required for any impact to the flow of traffic or bicycle and pedestrian access. Applicant should submit all documentation that they have and RT Staff will inform Applicant of additional requirements such as a formal TCP.

Special Event Approvals or Denials

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Applicants should be aware that some Special Events are Denied. Applicants can submit a Pre-Submittal or Inquiry (Question) and RT Staff will advise the Inquirer of the likelihood of approval or process to apply; however, a Formal Application is required for a formal Approval and/or Denial of a Special Event. Please note that the VCS Permit does not guarantee a Permit from VCPWA-RT.

Links

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Applications: <https://www.vcpwpublicworks.org/applyforpermits/>

Fees: <https://www.vcpwpublicworks.org/applyforpermits/>

Guidelines: <https://www.vcpwpublicworks.org/rt/ordinancespoliciesguidelines/>

License: See Municode.

Maps: <https://maps.ventura.org/pwagisviewer/>

Municode: https://library.municode.com/ca/ventura_county/codes/code_of_ordinances?nodeId=DIV12HIEN

License: [2211](#) [2212](#)

Special Events: [12100](#) [12200](#) [12220](#) [12401](#) [12601](#) [12603](#)

Road Closures: See Guidelines (link above) for Road Closure Policy and Checklist.

Special Events: See Municode.

Risk Management: <https://www.ventura.org/county-executive-office/risk-management/>

Sheriff (VCS): <https://www.venturasheriff.org/>

Email: vcso.licensing@ventura.org

Forms: Contact VCS (see Flyer attachment)

Special Events (SE):

https://library.municode.com/ca/ventura_county/codes/code_of_ordinances?nodeId=DIV12HIEN_CH2GEPR_12220SPEV

VCPWA-RT: <https://www.vcpwpublicworks.org/rt/encroachment/>

Email: pwa.transpermits@ventura.org

Forms: <https://www.vcpwpublicworks.org/applyforpermits/>

VCPWA-RT Permits Section

06/30/25

Special Events
VCCO Division 12
Chapter 2 Section 12220

12220 Special events.

The Commissioner may issue an annual or a single permit to authorize a person to conduct a special event in the right-of-way. Special event activities held in the right-of-way are subject to the following requirements:

- (a) A permittee conducting a special event in a residential or business district must make proper notification, no later than five (5) business days before beginning the event, to the owner of each property within the notification zone defined in Section 12100(s)(1). The notification must include all of the following:
 - (1) The name of the event. The name and telephone number of an individual who, on behalf of the person conducting the event, will be available during business hours to respond to questions from the public.
 - (2) The type of event. The type of activity that will take place and the number of participants and staff involved.
 - (3) The duration of the activity.
- (b) Vehicles related to the special event including vehicles of the participants arriving on location in or near a residential neighborhood may not enter the area before the time specified in the permit, must park one by one, and must turn off engines as soon as possible. Those parking in the right-of-way must comply with all signs designating parking areas.
- (c) Special event activities may be permitted, provided they do not:
 - (1) Exceed more than three (3) consecutive days in the same area.
 - (2) Occur outside of daylight hours.
 - (3) Cause traffic delays of more than three (3) minutes on public roads.
 - (4) Exceed criteria established in the Zoning Ordinance for the area.
- (d) Special event activities that exceed the thresholds listed in Section 12220(c), or that require a road closure, may be approved when the applicant can provide signed consent statements from the owners of properties within the notification zone, in a form acceptable to the Director, as follows:
 - (1) The number of consent statements must equal or exceed sixty-seven (67) percent of the total number of properties within the notification zone.
 - (2) Each consent statement must attest to the owner's specific consent that the activities described in the consent statement may take place.
 - (3) Consent statements will be counted as follows:
 - (A) Only one (1) consent statement per dwelling unit per parcel will be counted, regardless of the number of occupants of a dwelling unit or number of dwelling units on the parcel;
 - (B) Before the applicant begins the consent process, the Director must first review the names and addresses of all owners or occupants of properties within the notification zone and the language of the consent statement. The applicant must submit to the Department verification that the applicant has

contacted one hundred (100) percent of the owners or occupants of properties within the notification zone have been contacted.

- (C) Where a parcel within the notification zone is empty and not used for any purpose, the Director may exclude that parcel from the consent statement count.
 - (e) The applicant must provide parking for event participants and spectators outside the right-of-way. When permitted, vehicles parked in the road right-of-way must be parked off the traveled way, in a closure area, or as otherwise expressly allowed in the permit.
 - (f) Notification of occupants and property owners beyond those required by Section 12100(s)(1) may be required as determined by the Director.
- (Ord. No. 4540, §§ I, II, 3-19-2019)

Parade Permit Application

Email application to
vcso.licensing@ventura.org

***CHECK LIST
FOR
PARADE PERMITS
AND
TEMPORARY GATHERINGS***

Thank you for applying for a Temporary Gathering and/or Parade Permit. In order to process your application in a timely manner the following must accompany the completed and signed application.

- ❑ The application and its elements must be submitted to our office at least eight weeks prior to the event.
- ❑ The fee of \$50.00 for the parade permit is due at the time application is submitted. Fee can be paid by cash, money order or check. If paying by money order or check, please make it payable to: Ventura County Sheriff's Office. If this is a temporary gathering permit the fee of \$15.00 is due at the time application is submitted.
- ❑ All applications must have a map or drawn diagram and turn by turn directions of the location where the event will occur.
- ❑ If the event is in a County-owned area, bring the proper insurance. (See attached example.)
- ❑ If you are applying for a parade permit, a map of the intended route must be submitted and will be reviewed by the area Sergeant and the California Highway Patrol.



VENTURA COUNTY SHERIFF'S OFFICE

BILL AYUB
Sheriff
MONICA MCGRATH
Under Sheriff

800 SOUTH VICTORIA AVENUE, VENTURA, CA 93009 PHONE (805) 654-2336 FAX (805) 654-5151 VenturaSheriff.org

FILE# _____

SPECIAL EVENT PERMITS

Ventura County Ordinance, Section 2212, provides that the Ventura County Sheriff's Office shall be responsible to review and issue special event permits. Pursuant to this authority the following information must be provided to allow a timely review of the proposed event. A minimum of sixty (60) days prior to the event shall be made to the Ventura County Sheriff's Office.

PLEASE PRINT

Submission Date: _____

TYPE OF EVENT:

____ Cycling ____ Parade ____ Procession ____ Running ____ Triathlon
____ Walking ____ Temporary Gathering ____ Other _____

Date of Event: _____

Applicant Name: _____

Applicant's Address/City/Zip: _____

phone number: _____ Cell number: _____

Email: _____

Organization Name: _____

Address/City/Zip: _____

phone number: _____ Email: _____

Sponsor name: _____

Address/City/Zip: _____

phone number: _____ Email: _____

Name Of Event: _____

Location Of Event: _____

Date(s) of Event: _____

Event Time (from): _____ to: _____

Setup Dates (from): _____ to: _____

Setup Times (from): _____ to: _____

Estimated # of vehicles in event: _____

Estimated # of Participants: _____

Expected Attendance: _____

Employees: YES / NO if Employees how many: _____

Volunteers: YES / NO if Volunteers how many: _____

Number & Type of Animals: _____

Breakdown Date (from): _____ to: _____

Name and cell numbers of responsible persons who will be in attendance during the event:

Name: _____

Cell number: _____

Name: _____

Cell number: _____

Event Route: Include route map and turn by turn directions and attach them to this application.

Temporary Gatherings: include a map of the location and attach it to this application.

Event Description: _____

Does your event require street closure? _____

Proposed street closure: _____

Date(s) of closure: _____

Hours of street closure: _____

Does your event require traffic control? _____

Is the event free to the public? _____ if no, cost of admission: _____

Are tickets sold for this event: _____ if yes, how: _____

Event will include alcohol? _____ if yes, will it be sold? _____

Type of alcohol: _____

Are people attending the event allowed to bring their own alcoholic beverage: _____

Will food be sold at the event? _____

Who will be providing the food? _____

Are tents to be used? _____ if yes, How many? _____

Which type of tents will be used? _____

Will you be providing portable toilets at the event? _____ if yes, how many? _____

Ordinance section 2213(b) requires employment of one security person per two hundred attendees. It also allows Ventura County Sheriff to require additional security persons as determined for proper law enforcement.

What security arrangements have been made? _____

Name of Security Agency, address, phone number and contact name and contact cell

number: _____

Insurance

Note: Insurance required by VCPWA-RT. VCS may have different requirements. Inquire with VCS.

INFORMATION NEEDED FOR **Special Events**

If your event is being held on county property (including county roads) the following insurance information must be submitted to the Sheriff's Department along with your application for permit.

- ✓ Commercial General Liability Insurance in the amount of ~~\$1,000,000~~ per occurrence and ~~\$2,000,000~~ annual aggregate. **See Flyer.**
- ✓ An Additional Insured Endorsement, naming the County of Ventura as an additional insured. Examples attached.
- ✓ If you have employees, proof of Workers' Compensation coverage with statutory limits.
- ✓ A Waiver of Subrogation must accompany the proof of Workers' Compensation insurance.
- ✓ If you do not have employees, please sign the Sole Proprietorship form that Sheriff's Department can provide you.

Please note, your event will not be approved unless all proof insurance has been received.

NOTE: Circled/Rectangular items MUST be filled out completely.

ACORDTM CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
01/01/20XX

PRODUCER

INSURANCE BROKER OR COMPANY NAME AND CONTACT INFORMATION, INCLUDING EMAIL ADDRESS

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

INSURED

COMPANY NAME AND CONTACT INFORMATION, INCLUDING A VALID EMAIL ADDRESS

INSURERS AFFORDING COVERAGE

NAIC #

INSURER A:

INSURER B:

INSURER C:

INSURER D:

INSURER E:

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

TYPE OF INSURANCE	INSR LTR	ADD L INSRD	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> <input type="checkbox"/> GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC		X	GL80XXXXXX	08/01/20XX	08/01/20XX	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input checked="" type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS		X	TP98XXXXXX	08/01/20XX	08/01/20XX	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
EXCESS/UMBRELLA LIABILITY <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE RETENTION \$			006502599	08/01/20XX	08/01/20XX	EACH OCCURRENCE \$ 2,000,000 AGGREGATE \$ 2,000,000 \$ \$ \$
WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below Yes / No			FACRUB3175M68411	08/01/20XX	08/01/20XX	WC STATU-TORY LIMITS E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
OTHER						

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS

County of Ventura is named additional insured when required by written contract per the attached endorsement.

CERTIFICATE HOLDER

County of Ventura
800 S. Victoria
Ventura, CA 93003

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER SHALL MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER.

AUTHORIZED REPRESENTATIVE

**MUST match with General Liability Policy Number
on Certificate of Liability Insurance**

POLICY NUMBER: GL80XXXXXX

**COMMERCIAL GENERAL LIABILITY
CG 20 12 05 09**

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**ADDITIONAL INSURED – STATE OR GOVERNMENTAL
AGENCY OR SUBDIVISION OR POLITICAL
SUBDIVISION – PERMITS OR AUTHORIZATIONS**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

**MUST include this
section verbatim**

SCHEDULE

State Or Governmental Agency Or Subdivision Or Political Subdivision SCHEDULE

County of Ventura
Permits 800 S. Victoria
Ventura, CA 93003

OR

ALL PERSONS OR ORGANIZATIONS AS
REQUIRED BY WRITTEN CONTRACT WITH THE
NAMED INSURED. THE WRITTEN CONTRACT
MUST BE SIGNED PRIOR TO THE DATE OF
THE "ACCIDENT".

Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

A. Section II – Who Is An Insured is amended to include as an additional insured any state or governmental agency or subdivision or political subdivision shown in the Schedule, subject to the following provisions:

1. This insurance applies only with respect to operations performed by you or on your behalf for which the state or governmental agency or subdivision or political subdivision has issued a permit or authorization.

However:

- a. The insurance afforded to such additional insured only applies to the extent permitted by law; and
- b. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

2. This insurance does not apply to:

- a. "Bodily injury", "property damage" or "personal and advertising injury" arising out of operations performed for the federal government, state or municipality; or
- b. "Bodily injury" or "property damage" included within the "products-completed operations hazard".

- B. With respect to the insurance afforded to these additional insureds, the following is added to Section III – Limits Of Insurance:**

If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:

1. Required by the contract or agreement; or
2. Available under the applicable Limits of Insurance shown in the Declarations;

whichever is less.

This endorsement shall not increase the applicable Limits of Insurance shown in the Declarations.

**MUST match with General Liability Policy
Number on Certificate of Liability Insurance**

POLICY NUMBER: TP98XXXXXX

COMMERCIAL AUTO
CA 20 48 10 13

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

DESIGNATED INSURED FOR COVERED AUTOS LIABILITY COVERAGE

This endorsement modifies insurance provided under the following:

AUTO DEALERS COVERAGE FORM
BUSINESS AUTO COVERAGE FORM
MOTOR CARRIER COVERAGE FORM

With respect to coverage provided by this endorsement, the provisions of the Coverage Form apply unless modified by this endorsement.

This endorsement identifies person(s) or organization(s) who are "insureds" for Covered Autos Liability Coverage under the Who Is An Insured provision of the Coverage Form. This endorsement does not alter coverage provided in the Coverage Form.

This endorsement changes the policy effective on the inception date of the policy unless another date is indicated below.

Named Insured:

Endorsement Effective Date:

**MUST include this
section verbatim**

SCHEDULE

Name Of Person(s) Or Organization(s):

ALL PERSONS OR ORGANIZATIONS AS
REQUIRED BY WRITTEN CONTRACT WITH THE
NAMED INSURED. THE WRITTEN CONTRACT
MUST BE SIGNED PRIOR TO THE DATE OF
THE "ACCIDENT".

OR

County of Ventura
Permits 800 S. Victoria
Ventura, CA 93003

Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

Each person or organization shown in the Schedule is an "insured" for Covered Autos Liability Coverage, but only to the extent that person or organization qualifies as an "insured" under the Who Is An Insured provision contained in Paragraph A.1. of Section II – Covered Autos Liability Coverage in the Business Auto and Motor Carrier Coverage Forms and Paragraph D.2. of Section I – Covered Autos Coverages of the Auto Dealers Coverage Form.



Encroachment Permit Application
and
Agent Authorization

Email application to
pwa.transpermits@ventura.org



County of Ventura - Public Works Agency
ROADS & TRANSPORTATION
ENCROACHMENT PERMIT APPLICATION
800 South Victoria Avenue L#1620, Ventura, CA 93009
(805) 654-2055 / Fax.(805) 654-5169
email: pwa.transpermits@ventura.org / <https://vcpublishworks.org/>

Permit No: _____
Date Applied: _____
Project No: _____

An incomplete application will not be processed. If fields are not applicable, please insert N/A.

"The undersigned hereby applies for permission to encroach on the following described County Right of Way or other property"

LOCATION OF WORK:

Street No: _____ Street Name: _____ City: _____ Zip code: _____
Road Limits from Road Inventory: _____ Click link for [Road Inventory List](#)
Nearest Cross Street: _____ Distance from nearest Cross Street (FT): _____

DESCRIPTION OF WORK:

Excavation Length: _____ Excavation Width: _____ Excavation Depth: _____ Excavation Surface: _____
Number of Driveways : _____ Width of Driveway/sidewalk : _____ Length of Sidewalk: _____
Start Date: _____ Estimated Completion Date: _____

APPLICANT INFORMATION:

Permittee: _____ Phone: _____ Email: _____
Address Street No: _____ Street Name: _____ City: _____ Zip code: _____
Primary Contact: _____ Phone: _____ Email: _____
Contractor: _____ Phone: _____ Email: _____
Address Street No: _____ Street Name: _____ City: _____ Zip code: _____
Field Contact Person: _____ Phone: _____

ATTACHMENTS INCLUDED:

☐Plans ☐Traffic Control Plan ☐Insurance Certificate Estimated Construction Cost (\$): _____ Other: _____

Working in the road right of way without an approved permit is a misdemeanor and may be subject to double fees and other penalties.

ACKNOWLEDGEMENT

I understand that any permit that may be granted as a result of this request may be revoked by County at any time. In consideration for issuance of this permit, I agree, and by use hereof, my agents, employees, contractors and invitees agree to be bound by all of the provisions of California Vehicle Code Sections 35780, 35782, Division 12 of the Ventura County Ordinance Code, the Standard Conditions included with this permit and any special conditions hereupon, or attached hereto.

I agree to hold the County, its officials, officers, employees and agents harmless from any claims, defense and legal costs, judgments for damages, or other relief against the County as a result of acts, or omissions, by me or my representatives, in the performance of any activities permitted hereunder, whether the condition giving rise to the claim or judgment was created in whole, or in part, by me or my representatives.

I understand that a violation of the conditions would constitute a violation of the encroachment ordinance which is a misdemeanor per section 12301 and is guilty of separate offenses for every day and part thereof which such violation remains. I agree to comply with all conditions of approval for the permit. I further agree to continually maintain all encroachments authorized by this permit in a condition acceptable to the County.

By: _____ Date: _____

SIGNATURE OF PERMITTEE

Name: _____ Title: _____

PRINT NAME

COUNTY OF VENTURA
Public Works Agency - Transportation Division

AGENT AUTHORIZATION
TO ACT ON PERMITTEE'S BEHALF

I hereby authorize the following person to act as my agent to apply for, sign, and file the documents necessary to obtain the permit required for my project. My company or firm (or myself, as owner) shall remain the Permittee, and my agent shall receive all communication related to my project unless I have otherwise notified the County.

Project Description: _____

(Brief Summary of Description of Work)

Project Location: _____

(Address or Road Names)

Name of Authorized Agent: _____

Company Name of Authorized Agent: _____

Address of Authorized Agent: _____

Phone Number of Authorized Agent: _____

E-Mail Address of Authorized Agent: _____

PERMITTEE ACKNOWLEDGEMENT

I declare under penalty of perjury that I am the permittee for the project at the location listed above, and I personally filled out the above information and certify its accuracy. Further, I agree that I and my agent will abide by all ordinances of the County of Ventura and that any approvals granted for this project will be carried out in accordance with the requirements of the County of Ventura.

Permittee's Company Name (if applicable): _____

Permittee's Name: _____ Title: _____

Permittee's E-Mail Address: _____

Permittee's Phone Number: _____

Date: _____ Permittee's Signature: _____

Maps and Street View







Ventura, California

Google

Street View - Mar 2021



Image capture: Mar 2021 © 2021 Google