



Department of Public Works Permit Process

All work within the public right of way requires separate permit(s) issued by the Department of Public Works. Public property generally includes roadway, sidewalk, parkway, drive approach, curb, gutter, and in some cases, public easements granted to the City of Pasadena within private property. The general types of permits include but not limited to:

- News Rack Permit
- Public Improvements Permit
- Sidewalk Dining Permit
- Street and/or Sidewalk Occupancy Permit
- Block Party or Street Closure Permit
- City Hall Courtyard Rental
- Tree Maintenance Permit
- Utility Excavation Permit
- Wide Load / Heavy Equipment Travel Permit
- House Move Permit
- Storage Container Permit

There are three (3) requirements for applying for a Public Works permit:

1. The applicant(s) shall schedule an appointment for pre-inspection by submitting a request at the Permit Counter at 175 N. Garfield Avenue, Pasadena, CA 91101, or by calling 626-744-4195, during normal business hours. A Public Works inspector will conduct a field meeting with the applicant(s) or their representative(s) to evaluate the proposed work and to discuss any public safety and/or traffic related issues, if necessary.
2. All permittees performing work in the public right-of-way shall have a valid contractor license issued by the State of California. This is also applicable to all construction related occupancy permits. The license class shall depend on the specific type of work: A – General Engineering; C8 – Concrete; C12 – Earthwork and paving; C27 – Landscaping; C34 – Pipeline; C36 – Plumbing; C42 – Sanitation Systems; etc. The applicant shall provide proof of license prior to any permit issuance.
3. The applicant shall provide current insurance information. In addition to insurance on general liability, automobile, and workers compensation, the “City of Pasadena” shall be included as an additional insured on a separate endorsement page, as well as the waiver of subrogation page. For additional insurance requirements, please visit the City website at: <http://cityofpasadena.net/PublicWorks/>
There is a 24- to 48- hour turn-around approval time for insurance. Please fax all documents to 626-396-8999 or email to pw-permits@cityofpasadena.net, and include the permit job location and description of work.

A permit will be issued upon fulfillment of all the above requirements. All permits will be charged a non-refundable administrative processing fee and other applicable fees, based on the City’s General Fee Schedule.