



CITY OF OCEANSIDE

CONSTRUCTION CERTIFICATE PERMIT/ BEACH ACCESS PERMIT SUBMITTAL CHECKLIST

CITY PROJECT FILE NO. _____ PROJECT NAME: _____

CITY PLAN NO. _____ CITY PLAN CHECKER: _____

- ☐ Completed Construction Certificate Permit / Beach Access Permit Application form
- ☐ Contractor's valid State license number and class type
- ☐ City of Oceanside valid business license number
- ☐ Certificate of insurance (Per City specification)
- ☐ Site plan/Construction drawing/Improvement plan. [Must be submitted on 8.5"X11" or 11"X17" paper]
- ☐ Construction Certificate Permit / Beach Access Permit filing fee
- ☐ Construction Certificate Permit / Beach Access Permit Security or completion of Improvement Plan Check Letter.
- ☐ Traffic Control Plan Permit Application
- ☐ Traffic Control Plan (Per City Specification). [Must be submitted on 8.5"X11" or 11"X17" paper]
- ☐ Signed and Notarized Encroachment Removal Agreement (ERA) when applicable.

NOTE: Encroachment Removal Agreement is required for construction of private improvements in the public; right-of-way, easement or property.
Please see the section for Encroachment Removal Agreement submittal requirement and processing guide.

****Please Allow 10 Working Days for Processing of Any Construction Certificate Permit / Beach Access Permit**

Submittal ____ is ____ is not complete.

Checked by: _____ Date: _____

Comments: _____