

**CITY OF PASADENA – DEPARTMENT OF PUBLIC WORKS**

**APPLICATION FOR A PERMIT TO  
PLACE A STORAGE CONTAINER IN PUBLIC RIGHT OF WAY**

**APPLICANT INFORMATION**

Applicant: \_\_\_\_\_  
(The applicant shall be the current or prospective occupant(s), or his representative(s), of the subject property fronting the storage container)

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Email: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

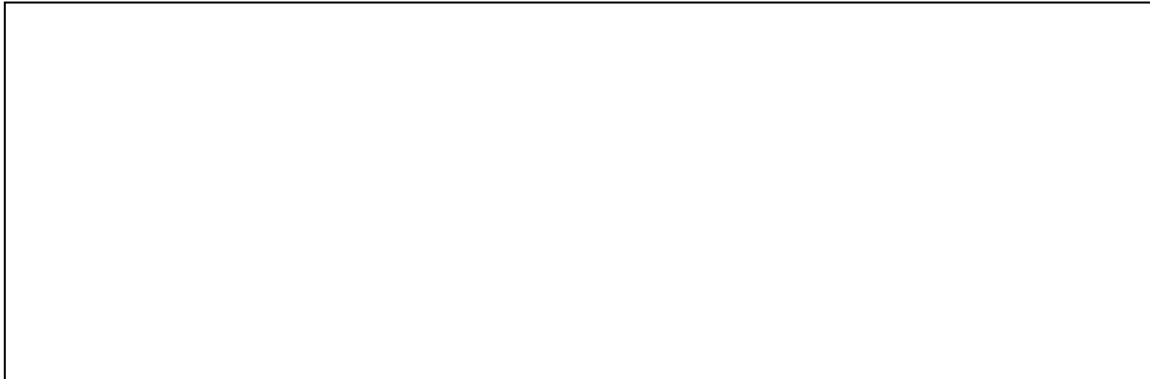
FAX: \_\_\_\_\_ Cell: \_\_\_\_\_

Storage Container Company Name: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Proposed start date: \_\_\_\_\_ Proposed end date: \_\_\_\_\_

Diagram: (Show street, property, driveways, trees, hydrants, and north arrow)



**General requirements for storage container placement**

The storage container shall:

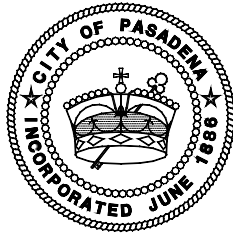
1. **not** exceed the 10 day maximum duration unless approved by the City Engineer or designee.
2. require a pre-inspection to determine viability of permit issuance.
3. **not** be allowed on streets narrower than 30 feet wide (curb to curb).
4. **not** encroach onto an adjacent travel lane.
5. **not** create a traffic hazard, community inconvenience or nuisance. A minimum 20 foot clear zone is required for fire access at all times.
6. be reflectorized and have type 2 barricades with flashers at both ends. Additional traffic control may be required based on actual conditions.
7. have a flag person present when the container is occupied while on public right of way.
8. **not** interfere with storm water flows in the gutter.
9. be placed so as to minimize the sight visibility issues at intersections and adjacent driveways.
10. **not** be placed on parkways or near the drip line of trees.

I declare under penalty of perjury, that I have provided the city with the required insurance; paid associated fees; and read, understand, and agree to comply with the requirements noted above.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

Office Location: 175 N. Garfield Ave, Pasadena, CA 91101  
Phone: (626) 744-4195 \*\* Email: pw-permits@cityofpasadena.net



## **Proposed Storage Container Guidelines – Street Occupation**

### **Instructions**

To place a storage container temporarily in the public right-of-way, a permit **MUST** be obtained from the Engineering Division of the Public Works Department. The permit application that begins the process can be obtained at the Engineering Services Section public counter at 175 N Garfield Ave.

### **General Information**

A storage container must have reflectorization in accordance with City standards which may include the placement of type 2 barricades with flashers. Caution must be taken to safeguard the traveling public. Applicant will be held responsible for any accidents resulting from the location of this equipment, as well as for damage to public streets, curbs, sidewalks and other public property.

### **Rules and Regulations of Storage Container**

- 1) Each application shall require:
  - a) The name and address of the applicant, showing legal identity (individual, partnership, or corporation, etc.) as applicable. The applicant must be the person residing in the home or the person operating the business in front of which the storage container is to be placed;
  - b) The purpose in requesting the permit.
  - c) The business location and owner of the storage container;
  - d) The duration the storage container would be stored on public right-of-way (10 day maximum);
  - e) All other information reasonably required by the City Engineer to fulfill the intent of the application;
  - f) As a part of the application, the applicant agrees to absolve the City of any claims or any liabilities in connection with the placing of storage container.
- 2) The City Engineer, or designee, may inspect the site to ascertain a possible alternative to placing the storage container on the street.
- 3) If no such alternative exists, the City Engineer, or designee, may inspect the proposed street location to determine if a traffic hazard, community inconvenience, or nuisance will be created.
- 4) If storage container must be placed in the public street, the City Engineer, or designee, may approve the location by pre-inspection where the proposed storage container is to be placed, taking into consideration such factors as distance from intersection, proximity of neighboring driveways, visibility offered to drivers, etc.

- 5) The City Engineer, or designee, shall determine the maximum length of time the bin shall be allowed to remain on the City street, (NOT more than ten (10) days except in extraordinary circumstances at the sole discretion of the City Engineer or designee).
- 6) The completed application and recommendation shall be considered by the City Engineer, or designee, for approval/disapproval. All applications must be submitted a minimum of 4 business days in advance of proposed start date to allow sufficient time for processing of the permit.
- 7) The applicant shall be notified of approval/disapproval.
- 8) If approved, the applicant shall furnish the necessary insurance and pay the associated fees based per city fee schedule based on duration of described permit.

**Fee Payment**

Storage Containers – Estimate for Public Works Street Occupancy Permit  
**Per City Fee Schedule (FY19)**

	<b>1-3 Days</b>	<b>4-10 Days</b>
<b>Processing Fee</b>	\$45.78	\$45.78
<b>Inspection per week</b>	\$96.52	\$96.52
<b>Rental</b>	\$51.85	\$94.13
<b>Total</b>	<b>\$194.15</b>	<b>\$236.43</b>

Fees are based on 500 square feet or less

Contact information as follows:

Department of Public Works  
 Engineering Services Section  
 175 N. Garfield Avenue  
 Pasadena, CA 91101  
 Phone (626) 744-4195  
 Email: pw-permits@cityofpasadena.net