

# Community Reminder: Safely Celebrating the Holiday Season

## Permits Needed for Holiday Displays over Public Areas in Unincorporated Orange County



### WHAT: Permit Needs

OC Public Works is reminding residents in the unincorporated areas of Orange County that they must obtain an "encroachment" permit if they plan to place holiday displays, including strings of lights, over public rights-of-way such as public streets. A permit is not required for displays on private property.

Please note that electrical wiring, including extension cords, are not allowed across the surface of public sidewalks or roads and are not permitted under an encroachment permit.

#### What you will need for an encroachment permit:

1. **Encroachment Permit Application:** To be completed by the home owner or Home Owner Association (HOA) as the applicant (if HOA, an authorized officer of the HOA Board must sign the application on behalf of the Board.)
2. **Site Plan:** Show the location of light strands, decorations and other elements being placed in/over County right-of-way area. List addresses of all properties proposed for the specific display.
3. **Letter of Authorization:** To be completed and notarized by the person who will be representing the HOA and signing for the actual permit.
4. **Credit Card Authorization:** Needed for payment of permit fees. The combined application and permit fee is \$683 (\$65 application fee and \$618 permit fee). A deposit of \$1,000 is also required and is refundable upon closure of the permit.
5. **Insurance Information:** Provides the County insurance details and is required for an Encroachment Permit.
6. **Contractor Guidelines:** Provides information on requirements and limitations for placing holiday decorations in the County right-of-way area. It is important that participants follow these guidelines to maintain safety.

Individuals with questions about the permit process can contact the County's Development Processing Center:

Phone: (714) 667-8888  
E-mail: [encroachment@ocpw.ocgov.com](mailto:encroachment@ocpw.ocgov.com)  
Web Site: [www.ocpublicworks.com/ds/permits](http://www.ocpublicworks.com/ds/permits)



### WHY: Enhancing Your Safety

The permit establishes guidelines to ensure public safety and code compliance for homeowner associations (HOAs) and individuals interested in installing holiday displays over public roads, sidewalks, parkways, vegetation along the streets and public light poles. The purpose of the required permit is to ensure that displays over public rights-of-way are safely positioned, provide adequate clearance for emergency and service vehicles, and are installed with proper electrical connections. Obtaining an encroachment permit will ensure decorations are displayed in a safe and secure manner for an environment that protects families, property, vehicles and service providers.



### HOW: Providing You Options

Any individual can apply for an encroachment permit. Apply for a permit, track permit status or access a variety of other County services at any time:

[myOCeServices](http://myOCeServices.ocgov.com)  
[myOCeServices.ocgov.com](http://myOCeServices.ocgov.com)

To help minimize permit fees and meet insurance requirements, two other options for obtaining permits may be of interest:

- a. HOAs may apply for one permit for the entire community, or;
- b. Residents may hire a contractor to obtain one permit on behalf of multiple residents and to also perform the installation of decorations

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