

# Community Reminder: Safety Standards for the Holiday Decorations in Public Areas

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



### ? WHAT: Permit Needs

OC Public Works is reminding residents in 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.

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:** Submit a diagram showing 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. **Note:** This is not required on single permits for individual properties where the homeowner is both the applicant and is signing for the permit.
4. **Credit Card Authorization:** The combined permit fees are \$355 for individual properties or single street (\$325 *Time and Materials deposit plus \$30 insurance fee*) or \$1,030 for multiple streets within HOA (\$1,000 *Time and Materials deposit plus \$30 insurance fee*). An additional deposit of \$1,000 is required and is refundable upon satisfactory closure of the permit.
5. **Insurance Information:** Proof of adequate liability insurance required with encroachment permit applications.
6. **Contractor Guidelines:** Outlines 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.

Questions about the permit process? Contact us at:

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 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.

**A permit is not required for displays on private property.**

### 📍 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**  
[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

## MORE UPDATES? CONNECT WITH US

-  [www.OCPublicWorks.com](http://www.OCPublicWorks.com)
-  [ProjectInfo@ocpw.ocgov.com](mailto:ProjectInfo@ocpw.ocgov.com)
-  [Facebook.com/OCPublicWorks](https://Facebook.com/OCPublicWorks)
-  [Twitter.com/OCPublicWorks](https://Twitter.com/OCPublicWorks)