Kensington Fire Protection District
(510) 527-8855 / (510) 620-6901 or
Pinole Fire Department (925) 724-8953 /
(925) 724-8950 or
Rodeo Hercules Fire Protection District (510)
724-8953 or
San Ramon Valley Fire Protection District
(925) 838-6640 or
West County Fire Protection District
(510) 620-6901

You will need to submit a copy of their written responses prior to the issuance of the permit.

Notify property owners, utility companies, post offices, and newspapers that will be affected by the closure. Submit copies of all correspondence.

Prior to permit issuance submit an acceptable certificate of insurance.

The road closure permit will be issued after the Board Resolution has been approved by the County Board of Supervisors and;

The traffic control plan has been reviewed by the Public Works Traffic Engineer and;

The response letters have been received from the CHP, Sheriff, and Fire District and;

An acceptable certificate of insurance has been received.

Revised 5/08

Contra Costa County
Public Works
Department

ROAD CLOSURE PERMITS

APPLICATION AND PERMIT CENTER
651 Pine Street, Second Floor, North Wing
Martinez, CA 94553
(925) 335-1360
Fax (925) 335-1372

Public Works Representative:
(925) 335-1375
Fax (925) 335-1376

Hours: 7:30 – 5:00

COUNTY POLICY FOR ROAD CLOSURE PERMITS

It is the policy of the Board of Supervisors of Contra Costa County that the safe and expeditious movement on County roads of people and goods, whether pedestrian or vehicular traffic, shall be paramount. Authority for any person or agency to close a road for a lawful purpose, such as a permitted construction project, will be given only when such closure is necessary for the common good. Permission to close the road can be granted only by the Board of Supervisors. When a responsible community organization applies for a temporary road closure permit for a celebration, block party, parade, local special event or other purpose which is of interest to a large segment of the community and not merely to a private party, permission for the special closure may be granted by the Board of Supervisors when it is deemed necessary for the safety and protection of persons who are to use that portion of the road during the temporary closure. The process outlined in this brochure applies to both construction projects and special events requiring a temporary road closure of a County maintained road within the unincorporated areas of Contra Costa.

BOARD OF SUPERVISORS APPROVAL REQUIRED

A County maintained road may not be closed without the approval of the Board of Supervisors. The applicant shall submit the road closure permit application to the Public Works representative at the Application and Permit Center. A Board Resolution with be drafted and submitted for inclusion on the next available County Board of Supervisors meeting agenda. This process typically takes a minimum of three weeks.

TRAFFIC CONTROL PLAN

The County Traffic Engineer must review a traffic control plan for the proposed closure prior to the issuance of the permit. The traffic control plan should be submitted with the road closure permit application and should follow the Manual of Uniform Traffic Control Devices and the California Supplement (current edition). The degree of information required on the traffic control plan may vary depending upon the nature of the closure and the roads in question. Questions about the traffic control plan should be directed to the County Traffic Engineer in Public Works at (925) 313-2000.

REQUIRED NOTIFICATIONS

Prior to the issuance of the road closure permit the applicant shall contact the various emergency service agencies including the California Highway Patrol (CHP), the Sheriff's Department, and the Fire District that serves the area of the closure. A copy of a written response from each of these agencies is required prior to permit issuance. Additionally the applicant shall notify all property owners, school districts, post offices, utility companies, and newspapers that will be affected by the closure. The applicant shall provide copies of all notification correspondence and all responses received to the Public Works representative in the Application and Permit Center.

PERMIT FEES

The permit fee for a road closure for a special event such as a parade, festival, or block party is $35. The permit fee for a road closure permit for a construction project is $300. Be advised that work within the County maintained road rights of way also requires an Encroachment Permit and additional fees will apply. Checks for permit fees shall be made payable to: Contra Costa County.

INSURANCE REQUIREMENTS

A certificate of insurance naming Contra Costa County, its officers, employees and agents as additionally insured is required from the Permittee prior to the issuance of the road closure permit. Low cost special event insurance coverage can be purchased through the County Risk Management Division. Call (925) 335-1452 for more information.

The County Risk Management Division administers the special events insurance program that is offered by the California State Association of Counties – Excess Insurance Authority (CSAC-EIA).

WHERE TO BEGIN

Complete a road closure permit application form and submit it to the Public Works representative at the Application and Permit Center with the required permit fee and a traffic control plan. Submit the application a minimum of three weeks prior to the date of closure. Then do the following:

Contact the California Highway Patrol Martinez (925) 646-4980

Contact the Contra Costa County Sheriff's Department - Martinez (925) 646-2441 or
Bay Station - Richmond (510) 262-4203 or
Delta Station - Oakley (925) 625-2341 or
Oakley Station (925) 625-6700

Contact the Contra Costa Fire Protection District (925) 930-5531 or
Crockett-Carquinez Fire Protection District (510) 787-2717 or