



CITY OF SAN LEANDRO FORMAL ENCROACHMENT PERMIT EXTENSION REQUEST GUIDELINES

Encroachment Permits are valid for a period of 90 days from the issue date or the date of last inspection. To request a **ONE** time, 90-day extension, please follow the following steps:

- A written request must be sent to either Erica Guerrero (eguerrero@sanleandro.org) or Alfonso Sanchez (asanchez@sanleandro.org) **PRIOR** to the 90 day expiration date.
- The extension request is **NOT** valid until a revision to the existing permit has been issued showing a new permit expiration date.
- If there have been changes to the scope of work, any new subcontractors that need to be added, changes to the approved traffic control plans, or any other applicable changes, please submit these with your written request.

Permits that have not had any inspections and that have not received a request for an extension will automatically be archived, and a new permit application with all supporting documentation will need to be submitted.