

Frequently Asked Questions

Who can pull the encroachment permit?

An encroachment can only be pulled by a licensed contractor. The CA state license listed on CSLB must fit the classification or work listed on the encroachment permit application.

How long does the review process take?

We try to get permits issued as soon as possible; however, the process can take up to two weeks. The timeframe for permit approval will depend on the complexity of the project.

How much will it cost?

There is a non-refundable amount of **\$65.00** charged to each permit, as well as a minimum inspection fee of **\$363.00**. Any additional fees or deposits will vary depending on what the scope of work is.

How do I know if I need this permit?

Any time work is occurring within the street or on the sidewalk, an encroachment permit is required.

Do I need this permit if I am getting my sewer fixed?

If any part of the sewer repair work occurs under the sidewalk or the street, an encroachment permit is required. A building permit or Oro Loma permit may also be required. Please check with the building department for further information.

How long are permits good for?

Permits are good for **90 days** from issuance unless an extension is requested in writing prior to the expiration date.

What are working hours in the City of San Leandro?

The hours of work will be indicated on your approved traffic control plans. General working hours do not begin before **8:00AM** or exceed past **4:00PM**.

What do I need before I submit my application?

- Evidence of insurance coverage for yourself and all subs that will be on site.
- A completed encroachment permit application
- Traffic/Pedestrian control plans per CA MUTCD standards, stamped by a civil engineer
- Current city business license for yourself and all subs that will be on site.

Please refer to the encroachment permit requirements for further information.

Do I need to obtain other permits for this work?

It is a possibility other permits may be required. The following are external permits that are commonly needed:

- Caltrans District 4 Encroachment permit
- Oro Loma Sanitary District Permit
- City of Oakland Encroachment permit
- Alameda County Encroachment Permit

Do I need a permit if I want a temporary dumpster or moving POD?

Yes, if you place the dumpster or POD on the street, you will need an encroachment permit. However, if your dumpster or pod is small enough to fit with full length within your driveway, and it does not fall onto the sidewalk, then no permit is required.

Do I need a permit to hang a banner in the City?

We only administer banner permits for those that are being requested to be hung on E.14th Street between Davis and W. Juana Ave.

Whom can I contact if I have questions?

Please contact the [Engineering Division](#) at **510-577-3428**.

How can I apply for the Encroachment Permit?

Encroachment permit applications, plans, and fees can be submitted at:

City of San Leandro - Permit Center
835 E. 14th Street
First Floor
San Leandro, CA 94577

Engineering Hours are as follows:
Monday 8:00 AM-4:00PM
Tuesday-Thursday 8:00AM-12:00PM
Fridays by appointment only

