



City of San Leandro
Engineering & Transportation Department
835 East 14th Street San Leandro, CA 94577
PH: (510) 577-3428 FAX: (510) 577-3294

ENCROACHMENT PERMIT REQUIREMENTS

Engineering Permit Center Counter Hours:

Monday: 8:00 AM-4:00 PM

Tuesday-Thursday: 8:00 AM-12:00 PM

Friday: By Appointment Only

TRENCHING/EXCAVATION IN THE STREET *

- Work may require a Building Permit (Plumbing Permit). Applicant is responsible for verifying with the Building Department.
- Application Form. Submittal of the application must be done by the acting General Contractor. Subcontractors submitting permit requests on behalf of General Contractors **will not** be accepted.
- Site Plan (if applicable)
- Trenching Fees table
- A California Contractors License that permits the contractor to perform the work listed on application (General Licenses include: "A" and several specialty classifications of "C"). (<http://www.cslb.ca.gov/>)
- All Contractors and Subcontractors performing work **MUST** be listed on the permit and must submit:
 - Evidence of insurance (General Liability, Auto Liability, and Workers Compensation with the City of San Leandro listed as additional insured, primary and secondary endorsements) must be submitted through our PINS database. An email address for an insurance broker, as well as a person that is the contact for insurance matters, must be submitted to a City Administrator so that a profile can be set up through our PINS system. A link for submittal through the Pins Advantage Website (www.pinsadvantage.com) will be sent to the emails on file. **Each** Contractor will need an individual profile set up. **Paper copies are no longer accepted.**
 - A City of San Leandro business license (the number of employees paid must be equal or greater than the employees on site) must be obtained. (<https://sanleandro.HdLGov.com>)
 - All insurance policies and city business licenses must remain current at the beginning of, **and** throughout the duration of project.
- A separate "Supplemental Form for Permit Work involving Subcontractors" must be signed and submitted by **each** subcontractor on the project.
- Temporary Traffic Control Plan bearing the stamp and signature of a CA licensed Civil Engineer. Note that hand drawn plans, or those that do not meet California MUTCD standards will **not** be accepted. Copies of traffic control plans taken directly from the MUTCD can also be submitted if they address the job site appropriately. A Site Specific Traffic Control Plan is required for streets listed in the City of San Leandro Standard Plans 608B or 608C, and subject to a plan check fee of \$152.00/hr. (<http://www.dot.ca.gov/trafficops/camutcd>) (Chapter 6H-Typical Applications).
- If Flaggers are required for traffic or pedestrian control, a copy of the Flagger Certifications must be submitted prior to permit issuance.
- Pedestrian Safety Plan bearing the stamp and signature of a CA licensed Civil Engineer. Copies of pedestrian control plans taken directly from the MUTCD can also be submitted (if sidewalks will be obstructed) if they address the job site appropriately.

- If excavating equal to or greater than 5 feet deep, the following items are required for **each** contractor participating in the excavation process:
 - OSHA Annual Permit
 - OSHA Notification form
 - Shoring plans stamped and signed by a Civil Engineer (<https://www.dir.ca.gov/title8/341.html>)
- Work occurring along CA State Routes 61 (Doolittle Drive), 185 (E. 14th Street), or 112 (Davis Street), may require a Caltrans Encroachment Permit. Contactor must contact Caltrans District 4 office to verify. (<http://www.dot.ca.gov/trafficops/ep/>)
- For work performed within close proximity to a railroad crossing, Contractor must contact Union Pacific Railroad Company and arrange for a flagger to be on site for the duration of the project. Proof of arrangement with UPRR is required prior to issuance of permit. (www.up.com/)
- Work altering or interrupting AC transit bus service will require written authorization from AC Transit before an encroachment permit can be issued.
- If significant root pruning is needed, then review by the City's Arborist will be required.
- Depending on scope of work, additional documentation may be required
- A minimum payment of \$1,940.00 via cash, check, or credit card (subject to a 2.5% transaction fee) is due upon pick up. Fees may be larger based on scope of work.
- Until further notice. Per Alameda County Health Department health Order 20-10. All contractors must submit a completed copy of the Safety Protocols Appendix B-1 or Appendix B-2.
 - A copy must be maintained on site at all times.
 - Appendix B-1 for small projects
 - Appendix B-2 for large projects

SEWER PERMITS IN STREET (SAME AS ABOVE EXCEPT ADD THE FOLLOWING):*

- Oro Loma Sanitary District Permit (if within Oro Loma Sanitary District). (<https://oroloma.org/>)
- Sanitary Sewer Lateral Repair Claim Form signed by Property Owner.
- Pipe bursting Special Approval Authorization Form signed by the Contractor **and** Property Owner (Not required for permits within the Oro Loma Sanitary District)
- Pre-construction **and** post-construction videos (pipe bursting only-not required for permits within the Oro Loma Sanitary District)

DIRECTIONAL DRILLING/BORING (SAME REQUIREMENTS AS TRENCHING/EXCAVATION EXCEPT ADD THE FOLLOWING):*

- Permit will initially be issued as a “**pothole only**” permit
- Contractor must submit a pothole profile to the City for approval. The profile must show the location of the proposed conduit in relation to the existing underground utilities, all crossing utilities, and all adjacent utilities. The profile must also clearly identify each utility owner, size, and depth.
- **A revision to the pothole permit must be issued before boring/directional drilling can begin.**
- A minimum separation distance of 12” (is required) from all City of San Leandro underground utilities.
- Separation distances vary per utility company. The contractor is responsible for contacting each utility company to verify the correct distances between utilities.
- Contractor is responsible for verifying with outside utility companies if a representative from their organization is required to be present during the directional drilling/boring operations.

- The minimum depth of coverage varies: 36" minimum from lip of gutter to the top of conduit on city streets (City Standard Plan 120A), 24" minimum from top of conduit to top of sidewalk on city sidewalks (City Standard Plan 120A), and work in Caltrans right of ways requires verification with Caltrans (and a Caltrans permit).
- Until further notice. Per Alameda County Health Department health Order 20-10. All contractors must submit a completed copy of the Safety Protocols Appendix B-1 or Appendix B-2.
 - A copy must be maintained on site at all times.
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CONCRETE TO INCLUDE SIDEWALK OR DRIVEWAY APPROACH WORK*

- Application Form. Submittal of the application must be done by the acting General Contractor. Subcontractors submitting permit requests on behalf of General Contractors **will not** be accepted.
- Site Plan (if applicable)
- Sidewalk Fees Table
- A California Contractors License that permits the contractor to perform the work listed on application (General Licenses include: "A" and several specialty classifications of "C"). Contractors with classification of "B" are not permitted to do any work in the public right-of-way. (<http://www.cslb.ca.gov/>)
- All Contractors and Subcontractors performing work **MUST** be listed on the permit and must submit:
 - Evidence of insurance (General Liability, Auto Liability, and Workers Compensation with the City of San Leandro listed as additional insured, primary and secondary endorsements) must be submitted through our PINS database. An email address for an insurance broker, as well as a person that is the contact for insurance matters, must be submitted to a City Administrator so that a profile can be set up through our PINS system. A link for submittal through the Pins Advantage Website (www.pinsadvantage.com) will be sent to the emails on file. **Each** Contractor will need an individual profile set up. **Paper copies are no longer accepted.**
 - A City of San Leandro business license (the number of employees paid must be equal or greater than the employees on site) must be obtained prior to beginning work.
 - All insurance policies and City business licenses must be current at the beginning of, **and** throughout the duration of project.
- A separate "Supplemental Form for Permit Work involving Subcontractors" must be signed and submitted by **each** subcontractor on the project.
- Temporary Traffic Control Plan bearing the stamp and signature of a CA licensed Civil Engineer. Note that hand drawn plans, or those that do not meet California MUTCD standards will **not** be accepted. Copies of traffic control plans taken directly from the MUTCD can also be submitted. A Site Specific Traffic Control Plan is required for streets listed in the City of San Leandro Standard Plans 608B or 608C, and subject to plan check fee of \$152.00/hr. (<http://www.dot.ca.gov/trafficops/camutcd>) (Chapter 6H-Typical Applications).
- If Flaggers are required for traffic or pedestrian control, a copy of the Flagger Certifications must be submitted prior to permit issuance.
- Pedestrian Safety Plan bearing the stamp and signature of a CA licensed Civil Engineer. Copies of pedestrian control plans taken directly from the MUTCD can also be submitted (if sidewalks will be obstructed).
- For work performed within close proximity to a railroad crossing, Contractor must contact Union Pacific Railroad Company and arrange for a flagger to be on site for the duration of the project. Proof of arrangement with UPRR is required prior to issuance of permit. (www.up.com/)

- Work altering or interrupting AC transit bus service will require written authorization from AC Transit before an encroachment permit can be issued.
- If significant root pruning is needed, then review by the City's Arborist will be required.
- Depending on scope of work, additional documentation may be required.
- A minimum payment of \$940.00 via cash, check, or credit card (subject to a 2.5% transaction fee), is due upon pick up. Fees may be larger based on scope of work.
- Until further notice. Per Alameda County Health Department health Order 20-10. All contractors must submit a completed copy of the Safety Protocols Appendix B-1 or Appendix B-2.
 - A copy must be maintained on site at all times.
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OPERATION OF EQUIPMENT IN THE PUBLIC RIGHT-OF-WAY*

- Application Form. Submittal of the application must be done by the acting General Contractor. Subcontractors submitting permit requests on behalf of General Contractors **will not** be accepted.
- Site Plan (if applicable)
- All Contractors and Subcontractors performing work **MUST** be listed on the permit and must submit:
 - Evidence of insurance (General Liability, Auto Liability, and Workers Compensation with the City of San Leandro listed as additional insured, primary and secondary endorsements) must be submitted through our PINS database. An email address for an insurance broker, as well as a person that is the contact for insurance matters, must be submitted to a City Administrator so that a profile can be set up through our PINS system. A link for submittal through the Pins Advantage Website (www.pinsadvantage.com) will be sent to the emails on file. **Each** Contractor will need an individual profile set up. **Paper copies are no longer accepted.**
 - A City of San Leandro business license (the number of employees paid must be equal or greater than the employees on site) must be obtained. (<https://sanleandro.HdLGov.com>)
 - All insurance policies and City business license must be current before work beginning **and** throughout the duration of project.
- A separate "Supplemental Form for Permit Work involving Subcontractors" must be signed and submitted by **each** subcontractor on the project.
- Temporary Traffic Control Plan bearing the stamp and signature of a CA licensed Civil Engineer. Note that hand drawn plans, or those that do not meet California MUTCD standards will **not** be accepted. Copies of traffic control plans taken directly from the MUTCD can also be submitted. A Site Specific Traffic Control Plan is required for streets listed in the City of San Leandro Standard Plans 608B or 608C, and subject to plan check fee of \$152.00/hr (<http://www.dot.ca.gov/trafficops/camutcd>) (Chapter 6H-Typical Applications).
- If Flaggers are required for traffic or pedestrian control, a copy of the Flagger Certifications must be submitted prior to permit issuance.
- Pedestrian Safety Plan bearing the stamp and signature of a CA licensed Civil Engineer. Copies of pedestrian control plans taken directly from the MUTCD can also be submitted (if sidewalks will be obstructed).
- For work performed within close proximity to a railroad crossing, contractor must contact Union Pacific Railroad Company and arrange for a flagger to be on site for the duration of the project. Proof of arrangement with UPRR is required prior to issuance of permit. (www.up.com/)
- Work altering or interrupting AC transit bus service will require written authorization from AC Transit before an encroachment permit can be issued.

- For work that requires tree trimming, provide evidence that employees have been trained to follow procedures discussed in the California Code of Regulations, Title 8, according to CAL OSHA.
- Any work occurring on existing utility joint utility poles requires a copy of the permit to occupy agreement before a permit will be issued.
- Depending on scope of work, additional documentation may be required
- Minimum payment to include a non-refundable \$65.00 permit fee, plus inspection and restoration fees (based on scope of work).
- Until further notice. Per Alameda County Health Department health Order 20-10. All contractors must submit a completed copy of the Safety Protocols Appendix B-1 or Appendix B-2.
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ADDING SUBCONTRACTORS TO EXISTING PERMITS*

- Request must come in writing from the **Permit Holder**
- Must include a detailed description of work to be performed by each subcontractor.
- Submit the following information to the City for approval of subcontractors:
 - Certificate of Insurance per the City of San Leandro requirements must be submitted by each subcontractor through our PINS database.
 - A City of San Leandro Business License (the number of employees paid must be equal to or greater than employees on site) (<https://sanleandro.HdLGov.com>)
- A separate “Supplemental Form for Permit Work involving Subcontractors” must be signed and submitted by **each** subcontractor on the project.
- A California Contractors License that permits the contractor to perform the work listed on supplemental subcontractor form. (<http://www.cslb.ca.gov/>)
- Depending on scope of work, additional items such as flagger certification, OSHA documentation, etc. may be requested.
- Once the Subcontractor is added to the permit, a revision will be issued. No subcontractor shall begin work until the revision is issued.
- Until further notice. Per Alameda County Health Department health Order 20-10. All contractors must submit a completed copy of the Safety Protocols Appendix B-1 or Appendix B-2.
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CITY TREE REMOVAL*

- Initial contact with Public works is required before an encroachment permit will be issued. Customer must call 510-577-3440 and provide a street address for the Public works department to assess the condition of the tree.
- City Tree Removal Application must be submitted to Public Works (14200 Chapman Road, San Leandro)
- If approved, Public Works Department will provide a signed form that must be brought into city hall
- Encroachment Permit Application Form. Submittal of the application must be done by the acting General Contractor. Subcontractors submitting permit requests on behalf of General Contractors **will not** be accepted.

- Site Plan (if applicable)
- Only California Contractors License classification of C-61/D-49 will be permitted to pull an encroachment permit for tree removal work in the public right-of-way. (<http://www.cslb.ca.gov/>)
- All Contractors and Subcontractors performing work **MUST** be listed on the permit and must submit:
 - Evidence of insurance (General Liability, Auto Liability, and Workers Compensation with the City of San Leandro listed as additional insured, primary and secondary endorsements) must be submitted through our PINS database. An email address for an insurance broker, as well as a person that is the contact for insurance matters, must be submitted to a City Administrator so that a profile can be set up through our PINS system. A link for submittal through the Pins Advantage Website (www.pinsadvantage.com) will be sent to the emails on file. **Each** Contractor will need an individual profile set up. **Paper copies are no longer accepted.**
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- Temporary Traffic Control Plan bearing the stamp and signature of a CA licensed Civil Engineer. Note that hand drawn plans, or those that do not meet California MUTCD standards will **not** be accepted. Copies of traffic control plans taken directly from the MUTCD can also be submitted. A Site Specific Traffic Control Plan is required for streets listed in the City of San Leandro Standard Plans 608B or 608C, and subject to plan check fee of \$152.00/hr (<http://www.dot.ca.gov/trafficops/camutcd>) (Chapter 6H-Typical Applications).
- Pedestrian Safety Plan bearing the stamp and signature of a CA licensed Civil Engineer. Copies of pedestrian control plans taken directly from the MUTCD can also be submitted (if sidewalks will be obstructed).
- If Flaggers are required for traffic or pedestrian control, a copy of the Flagger Certifications must be submitted prior to permit issuance.
- For work performed within close proximity to a railroad crossing, contractor must contact Union Pacific Railroad Company and arrange for a flagger to be on site for the duration of the project. Proof of arrangement with UPRR is required prior to issuance of permit. (www.up.com/)
- Work altering or interrupting AC transit bus service will require written authorization from AC Transit before an encroachment permit can be issued.
- Depending on the location of work, additional documentation may be required
- Minimum payment to include a non-refundable \$65.00 permit fee, plus inspection and restoration fees (based on scope of work).
- Until further notice. Per Alameda County Health Department health Order 20-10. All contractors must submit a completed copy of the Safety Protocols Appendix B-1 or Appendix B-2.
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EMERGENCY WORK PROCEDURES*

- Call the inspection line at the time of the emergency (510) 577-3308. Provide the address, work description and nature of emergency.
- Call Police (510) 577-3208 and Fire (925) 447-4257 if the work is within the street segments listed under City Standard Drawings 608B and 608C.

- **The following business day** - Submit your Encroachment Permit Application and all supporting documentation as listed above.
- If during non-business hours, Contractor is responsible for making the site safe for both pedestrians and vehicles.

*All forms and information for encroachment permits are available on our city website for review (<https://www.sanleandro.org/depts/transit/landuse/encroach.asp>).