



## ENCROACHMENT PERMIT APPLICATION CHECKLIST

### Items required for complete application:

- 1. A completed Encroachment Permit application (*include Supplemental Form for Permit Work Involving Subcontractors (if using a Sub)*) - May require a Building Permit.
  - A. If ORO LOMA District. Must include ORO LOMA Permit # (*NO VIDEO REQUIRED*)
  - B. Must always include U.S.A. Tag No.
  - C. To work on/in the Public Right-of-Way.
    - (1) Contractor must have an "A" or "C-42" license to do street excavation (*Paved area*)
    - (2) A "C-36" is acceptable for excavation on sidewalk ONLY
  - D. Current City of San Leandro Business License
- 2. NO PRE OR POST CONSTRUCTION VIDEO REQUIRED FOR OPEN TRENCH
- 3. Attachment to Encroachment Permit/Claim Form
- 4. NO SPECIAL APPROVAL/CONSENT FORM FOR OPEN TRENCH
- 5. Traffic Control Plan (*may require a Traffic Engineer approval*)
  - A. If flagman is required – Must include flagman certification (*see attached*)
  - B. Check Traffic Control Plan Guidelines for Flashing Arrow requirements
- 6. A Certificate of Insurance (General Liability, Auto Liability, and Worker's Compensation Insurance (*see attached for limits*) showing The **City of San Leandro** as additional insured for each application (*including subcontractors*)
- 7. A Certificate Worker's Compensation Insurance for \$ 1,000,000
- 8. If work is to be done 5'-0" or deeper:
  - A. OSHA Annual Permit
  - B. OSHA Activity Notification Form
- 9. Fees and Deposits:
  - A. Encroachment Permit Fee = \$65.00
  - B. Inspection Deposit = \$408.00
  - C. Restoration Deposit = \$1,500.00 (*\$500 - if no work on paved area*)
- 10. A Compaction Test is required on paved areas (*if CDF is used – "NO COMPACTION TEST REQUIRED"*). A street cut fee may be required for certain streets

**ALL WORK MUST BE PER CITY OF SAN LEANDRO STANDARDS**