

ENCROACHMENT PERMIT PROCESSING GUIDELINES

Required for any work performed in public right of way

MAJOR ENCROACHMENT		MINOR ENCROACHMENT		
COMMERCIAL PLAN CHECK (CPC Records)	RESIDENTIAL PLAN CHECK (RPC Records)	STREET USE (ENC Records)	MAINTENANCE (ENC Records)	NEW CONSTRUCTION (ENC Records)
Application Link Instructions Link	Application Link Instructions Link	Instructions Link	Instructions Link	Application Link Instructions Link
Deposit required when submitting application. Use online fee calculator: Link	Deposit required when submitting application. Use online fee calculator: Link	Fee due at application = \$150 Can be paid over the phone by credit card 916-808-6810	No deposit due at application Invoice provided to utility company every month.	Invoice and payment instructions provided upon intake.
<ul style="list-style-type: none"> • No parcel or final map required • Requires Public Improvement Agreement (PIA) between developer & City • Requires improvement bond = 100% of construction cost • City Code 17.502.110 allows for partial release of improvement bonds when construction substantially complete. • Review cycles: Cycle 1 = 3 weeks (15 days) Cycle 2+ = 2 weeks (10 days) • Plans must be signed by professional engineers and on city titleblock • Plans will be as-built/archived and kept on record for permanent retention • Is tied to a building permit • Scope of work too great to be processed under minor ENC ** 	<ul style="list-style-type: none"> • Requires the recordation of a parcel or final map • Requires Subdivision Improvement Agreement (SIA) between developer & City • Requires security = 150% of construction cost • No provision in city code for partial release of security. • Review cycles: Cycle 1 = 3 weeks (15 days) Cycle 2+ = 2 weeks (10 days) • Plans must be signed by professional engineers and on city titleblock • Plans will be as-built/archived and kept on record for permanent retention 	<ul style="list-style-type: none"> • Commonly referred to as “no dig permits” • Examples include: → Dumpsters → Moving PODS → Scaffolding → Crane swings → Equipment on public sidewalk/street for exterior building work • Plans do not have to be prepared by an engineer 	<ul style="list-style-type: none"> • Only available to franchise utility companies – SMUD, PG&E, AT&T, Comcast, etc. • To be used for emergency or maintenance projects only • Plans do not have to be prepared by an engineer 	<ul style="list-style-type: none"> • Minor scope of work, no final map • Does not require project security • Review cycles: Cycle 1 = 4 days Cycle 2 = 3 days Cycle 3 = 2 days • Review cycles small cell and fiber projects: Cycle 1 = 10 days Cycle 2+ = 5 days • Depending on scope of work, plans may or may not be required to be prepared by an engineer

Questions – Contact DE@cityofsacramento.org

**For definitions and scope of work that is processed under the minor encroachment vs major encroachment process, click [HERE](#).