

MINOR ENCROACHMENT PERMIT INSTRUCTIONS

The City of Sacramento has 3 separate sub-categories and forms for Minor Encroachment Permits.

Street Use. This type of permit is often referred to as a “no dig” permit. This application generally covers the following types of work: Temporary placement of cranes, dumpsters, scaffolding over sidewalk, temporary signs, storage pods.

1. This application can be submitted through [Accela - Citizen Permit Portal](#).
2. Questions regarding this type of permit can be emailed to Encroachments@cityofsacramento.org.

Blanket / Maintenance. These permits are reserved for maintenance and emergency work for existing franchise utilities only (SMUD, PG&E, Comcast, AT&T, etc). Only these companies or their authorized representatives may submit of this type.

1. The use of this application for maintenance activities is limited to work on an existing facility in the right-of-way (ROW). If an existing facility will be replaced by a new facility that differs in any dimension or is relocated from its existing location, the Construction application must be used.
2. Applicants that utilize this application form will have a financial account with the City from which the City staff bills their time against the account and monthly billing/invoicing is provided to the franchise utility company.
3. This application can be submitted through [Accela - Citizen Permit Portal](#).
4. Questions regarding this type of permit can be emailed to Encroachments@cityofsacramento.org.

Construction. This application covers a wide variety of work in the ROW which involves installation of new facilities or a need to “break ground” in the right of way. Examples include new utility connections (water/sewer/gas/electrical) that require trenching within the sidewalk, landscape strip, and/or roadway, sidewalk reconstruction, alley reconstruction, etc.

1. If the scope of work does not fall within the parameters outlined in the Blanket/Maintenance or the Street Use applications, this application is the correct application to utilize.
2. This application is routed to the appropriate disciplines for review and approval as determined by the scope of work and is reviewed on a cycle basis.
3. If the application is not approved in Cycle 1, the applicant will not be permitted to submit Cycle 2 plans until Cycle 1 is closed out by all targeted disciplines. Cycle 1 is closed by each discipline by either approving the site plan or providing comments to the applicant. Cycle 2 plans shall address all comments provided by all disciplines.
4. This [application](#) (and its requirements) can be submitted via email to DE@cityofsacramento.org.
5. Questions regarding this type of permit can be emailed to DE@cityofsacramento.org.

The following items are required for the Construction Encroachment Permit, but some items may be required for other permit types. See general requirements for each item below for reference.

1. Minor Encroachment Permit Application

- Filled out accurately with required project and contact information.
- Signed and dated by Owner (or representative with letter of agency).

2. Site and Utility Plan

- Plans must accurately demonstrate the proposed work in a clear and legible manner. Full size plans printed on 8 ½" x 11" (letter) sheets will not be accepted as they are not legible when printed (text blurry and too small). A site plan should be clear to anyone viewing it what specific work is occurring within the permit's scope.
- Show all existing surface and underground facilities with dimensions to the proposed work.
- Dimension length and width of all trenching in the roadway.
- Show parcel lines/right-of-way lines and (if applicable) easements related to the work.

3. Traffic Control Plans

- You can use one of these [Traffic Control Plan Templates](#) if they are applicable to your project.
- Must be in compliance with the [California Manual on Uniform Traffic Control Devices \(MUTCD\)](#).
- Compliant with City's [Sidewalk Closure Policy](#).
- Must on 11" x 17" (Ledger / Tabloid) size sheets.

4. Liability Insurance

- Full requirements and an example of acceptable insurance can be found [here](#).
- Includes both the Acord Form, and the separate Additional Insured Endorsement page.
- General liability coverage \$500,000 combined single limit.
- City of Sacramento listed as certificate holder (address below):
 - City of Sacramento c/o EXIGIS LLC
 - P.O. Box 947
 - Murrieta, CA 92564.

5. Permit Deposit

- The Permit Deposit is calculated based on an estimated number of hours to review the application and inspection hours based on the proposed scope of work. Fees are calculated and invoiced once a permit has been reviewed by our intake staff.
- A Trench Cut fee may be assessed based on the length and width of trenching work in the roadway

More information can be found at our Minor Permits page here:

https://www.cityofsacramento.gov/public-works/engineering/engineering_services_permits/minor_permits