



ENCROACHMENT PERMIT APPLICATION

NOTE: Depending on the complexity of the project, it takes a minimum of 3 weeks to process your application. It is the Applicant's responsibility to comply with all insurance requirements prior to the issuance of the Encroachment Permit. Please be advised that the Santa Clara City Council adopted the City's Pavement Preservation [Ordinance No. 1998](#), to restrict cuts and excavations in pavements that have been recently resealed, constructed, reconstructed, or resurfaced. You can find the lists of current and future restricted streets [here](#). Is the proposed work area within the current list of restricted streets?

- (check one) Yes If yes, please complete the Pavement Preservation Ordinance Exemption Request [form](#) which will be reviewed by staff and a determination will be made on a case-by-case basis.
 No If no, you do not need to complete the Pavement Preservation Ordinance Exemption Request form.

PROJECT TITLE	
LOCATION OF WORK/ADDRESS	

PROPOSED WORK INFORMATION (CHECK ALL APPLICABLE ITEMS BELOW):

<input type="checkbox"/> CLEANOUT	<input type="checkbox"/> DRIVEWAY	<input type="checkbox"/> MONITORING WELL	<input type="checkbox"/> SANITARY SEWER MAIN	<input type="checkbox"/> STORM DRAIN LATERAL
<input type="checkbox"/> COMMUNICATION	<input type="checkbox"/> ELECTRIC	<input type="checkbox"/> PAVEMENT	<input type="checkbox"/> SIDEWALK	<input type="checkbox"/> STORM DRAIN MAIN
<input type="checkbox"/> CURB & GUTTER	<input type="checkbox"/> GAS	<input type="checkbox"/> POTHOLE	<input type="checkbox"/> SOIL BORING	<input type="checkbox"/> WATER
<input type="checkbox"/> CURB RAMP	<input type="checkbox"/> MANHOLE	<input type="checkbox"/> SANITARY SEWER LATERAL	<input type="checkbox"/> OTHER:	
ESTIMATED START OF CONSTRUCTION DATE				
DETAILED DESCRIPTION OF WORK				
DESCRIPTION OF ATTACHED PLANS			NO. OF SHEETS	
CONSTRUCTION COST (SEE NOTE 3 BELOW) \$			YOUR JOB NO.	

OWNER/APPLICANT INFORMATION:

NAME	PHONE NUMBER
ADDRESS	MOBILE NUMBER
CITY, STATE, ZIP	EMAIL ADDRESS

ENGINEER/CONSULTANT INFORMATION:

NAME	PHONE NUMBER
CONTACT PERSON	MOBILE NUMBER
ADDRESS	EMAIL ADDRESS

PERMITTEE INFORMATION:

NAME	PHONE NUMBER
CONTACT PERSON	EMERGENCY NUMBER
ADDRESS	MOBILE NUMBER
CITY, STATE, ZIP	EMAIL ADDRESS

NOTE: Permittee must have the following documentation prior to issuance of an Encroachment Permit:

1. Current business license with the City of Santa Clara. Call the Business License Unit at 408-615-2310 for an application or visit the City [website](#).
2. Insurance documents in compliance with minimum requirements. Email the Engineering Department engineering@santaclaraca.gov for the minimum requirements and to register for an Ebix account, if necessary.
3. Signed bid document or cost estimate subject to City review and approval.
4. The initial Encroachment Permit fees below shall be paid upon submittal of the Encroachment Permit application. The City shall determine the initial fees and will not start the review of the plans until the initial fees are paid.

INITIAL ENCROACHMENT PERMIT FEES (NON-REFUNDABLE):

PROCESSING FEE	\$	
PARTIAL PLAN CHECK FEE – ENGINEERING	\$	
PARTIAL PLAN CHECK FEE – ELECTRIC	\$	
PARTIAL PLAN CHECK FEE – STREET	\$	
PARTIAL PLAN CHECK FEE – STREET (PKWYS & BLVDS)	\$	
PARTIAL PLAN CHECK - WATER	\$	
TECHNOLOGY FEE	\$	
TOTAL	\$	

SUBMITTAL INFORMATION:

APPLICANT'S SIGNATURE	DATE	Month / Day / Year
APPLICANT'S NAME		



ENCROACHMENT PERMIT (EP) PROCESS FLOWCHART & CHECKLIST

Applicant

PLAN REVIEW:

1. FILL OUT EP APPLICATION AND SUBMIT APPLICATION ALONG WITH 7 COPIES OF COMPLETE CONSTRUCTION PLANS FOR REVIEW. PDF COPY OF EP APPLICATION CAN ALSO BE EMAILED TO THE ENGINEERING DIVISION AT ENGINEERING@SANTACLARACA.GOV.
(see page 2 for Plancheck List)
NOTE: Please allow a MINIMUM of 3 weeks for each review cycle, depending on complexity of project and staff workload.

2. PROVIDE CONSTRUCTION ESTIMATE BREAKDOWN
(only for work in the public right-of-way)

3. PAY INITIAL EP FEES
(Processing and partial plan check fees.)

4. PLANS APPROVED BY CITY
(Provide 4 final copies; 3 for City records and 1 returned to applicant upon EP issuance.)

PRE-PERMIT ISSUANCE:

5. CONTRACTOR MUST HAVE CURRENT CITY BUSINESS LICENSE

6. CONTRACTOR INSURANCE IN COMPLIANCE WITH EP REQUIREMENTS
• Call Land & Property Development Division (LPD) at 408-615-3000 to register for an Ebix account.
• FAX or EMAIL insurance documents to Ebix Customer Service 770-325-0409 or ctsantaclara@ebix.com (see page 4).
• LPD does NOT review insurance documents. Call Ebix Customer Service at 951-766-2280 to verify if the documents have been reviewed and cleared, prior to issuance of the Encroachment Permit

PERMIT ISSUANCE:

7. PAY EP FEES
(see page 5 for fee schedule)

8. PERMIT ISSUED
NOTE: Work may proceed only AFTER two (2) full City working days notice to the Public Works Inspector.

CONSTRUCTION:

9. CALL USA at 811 or 800-227-2600

10. CALL ENGINEERING - FIELD SERVICES DIVISION, at 408-615-3000 AT LEAST 48 HOURS IN ADVANCE OF WORK.

11. FIELD SERVICES DIVISION SIGNS OFF EP UPON COMPLETION OF WORK.

Notes:



ENCROACHMENT PERMIT (EP) PROCESS PLAN CHECK LIST

In order to meet approval, plans submitted for review shall include the following minimum items, unless otherwise noted or not applicable. Check each item completed/submitted with this form. This checklist does not preclude the use of the City of Santa Clara (CSC) Design Criteria handbook (available online) to aid in preparing plans for construction in the public right-of-way and City easements, nor to take responsibility for professional engineer's work. For additional information or questions on EPs, call the Land & Property Development Division at 408-615-3000.

NOTE: HIGHLIGHTED FIRST TEN ITEMS APPLY FOR MINOR EP CONSTRUCTION WORK SUCH AS DRIVEWAY INSTALLATIONS/MODIFICATIONS and/or WIDENINGS

No.	Item Description	Yes	No	N/A
	FIRST SHEET/PAGE REQUIREMENTS:			
1.	Provide Title of Project: _____ Provide brief description of work to be done in public right-of-way, if not specifically indicated in Title: _____			
2.	Provide Assessor's Parcel Number (APN) and complete address of Project, or nearest address. APN: _____ Project Address: _____			
3.	Attach Location Map (photocopies of common road maps or topo maps are generally NOT acceptable) and North arrow			
	GENERAL REQUIREMENTS:			
4.	Plans legibly drawn and adequately dimensioned			
5.	Plans drawn to scale, no smaller than 1" = 40' for horizontal and 1" = 4' for vertical			
6.	Construction Notes, Legend, and dimensions are clear.			
7.	ID all streets, right-of-way widths, centerlines and face-of-curb to property-line distances			
8.	Location of proposed construction referenced to cross streets and street centerline or right-of-way line or property line.			
9.	Location and dimension of existing curb, gutter, sidewalk, driveways and pavement. Other existing facilities shall be shown in sufficient detail to identify areas of potential conflict.			
10.	Show all curb, gutter, sidewalk and pavement to be removed and replaced in sufficient detail to compute an accurate area.			
11.	Elevations referenced to City benchmark (call Engineering Division at 408-615-3000 and have address or APN ready)			
12.	Continuous stationing, for projects exceeding 100' in length.			
13.	Profile drawing of all proposed underground facilities to be installed by open cut, push or bore method, complete with location of existing crossing utilities.			
14.	For proposed utility line, indicate material (RCP, VCP, PVC, etc.), size & slope			
15.	Reference depth of trench to existing top of curb. If no curb exists, reference shall be made to the crown or centerline of street.			
16.	Detail of trench section(s) properly dimensioned, including proposed facilities, width and depth of excavation, backfill methods and materials proposed, and structural pavement section and surface treatment in unpaved areas (Reference may be made to City Standards).			
17.	Location and depth of all existing parallel and transverse electric, water, gas, sanitary sewer and storm drain facilities which are within the working area of the proposed construction.			
18.	Final plans signed by responsible engineer of work. Plans submitted for review may be stamped "For Review Only."			

SEE NEXT PAGE FOR TRAFFIC CONTROL PLAN REQUIREMENTS

NOTE: Depending on the complexity of the project, it takes a minimum of 3 weeks to process your application.



TRAFFIC CONTROL REQUIREMENTS

NOTE: HIGHLIGHTED ITEMS 1 TO 7 **ARE REQUIRED FOR** ALL ENCROACHMENT PERMIT APPLICATIONS.

No.	Item Description	Yes	No	N/A
	GENERAL REQUIREMENTS:			
1	Schedule a pre-submittal meeting for projects expected to close streets, use multiple stages on a major street, and/or have a total closure duration greater than 10 business days. Contact the Engineering Division at engineering@santaclaraca.gov , 408-615-3000 .			
2	Show entire work area needed for construction, vehicles, and materials.			
3	Show street names, speed limits, and North Arrow.			
4	Show proposed sequence/order of stages.			
5	Show proposed work hours and working days of each stage.			
6	Show proposed duration/number of days of each stage.			
7	Insert the following requirements: 1. Temporary traffic control must comply with the latest California MUTCD and devices must comply with the latest Caltrans Standard Specifications. 2. Channelizing devices (cones, delineators) must be at least 36 inches tall. 3. Street closures must use Type 3 barricades. 4. Flashing arrow signs/boards must be at least 60"x30". 5. Close travel lanes 9:00AM to 3:00PM, unless approved by the Transportation Manager. 6. Coordinate with affected property owners adjacent to the work area---access and/or noise. 7. Work is not allowed within the vicinity of Levi's stadium during events. Contact staff for more Information at 408-615-3000 . https://www.levistadium.com/events/category/tickets/			
8	If on-street parking is being removed , insert the following requirement: Install no parking signs at least 72 hours prior to starting work. Notify the Santa Clara Police Department at least 48 hours prior to starting work 408-615-4750 .			
9	If a bus stop is being closed , insert the following requirement: Notify the VTA bus.stop@vta.org , 408-321-5800 at least 72 hours prior to starting work.			
10	If there is a street closure with a detour , insert the following requirement: Install portable changeable message signs (PCMS) at least 7 calendar days prior to starting work, with messages stating street name, date of closure, and detour street name. Notify the Fire Department at mqueen@santaclaraca.gov , jray@santaclaraca.gov and the Police Department at 408-615-4750 .			
11	If applicable, select a Typical Application (https://www.santaclaraca.gov/our-city/departments-g-z/public-works/engineering/engineering-permits): If work area is on a 2 or 3-lane street, see Typical Application A-2 or 3-Lane Streets . If work area is on a 4, 5 or 6-lane street, see Typical Application B-4, 5, or 6-Lane Streets . If work area requires a half or full street closure, see Typical Application C-Street Closures . If work area is near an intersection, see Typical Application D- Intersections . If work area is within a sidewalk, see Typical Application E-Sidewalk .			
12	Attach the Typical Application drawing.			
13	Write the values for spacing of signs and channelizers and lengths of tapers.			
14	Fill out and attach Typical Application Drawing No. 49 for each Typical Application selected.			
15	If work cannot use a Typical Application, submit a site-specific traffic control plan .			

NOTE:
Encroachment Permit will not be issued without an approved traffic control plan.



ENCROACHMENT PERMIT (EP) INSURANCE REQUIREMENTS

The Insurance Certificate must:

- * Be an original document.
* List all subsidiaries or DBA's covered by the certificate provided.
* Provide at least 30 days notice of cancellation.
* Show complete insurance carrier names as listed in the A.M. Best Property & Casualty Guide
* Be completed in its entirety and signed. Binders are not acceptable.

Commercial General Liability (CGL)

- Occurrence form - requires coverage not less than:
\$1,000,000 General Aggregate
\$1,000,000 Products and Completed Operations Aggregate
\$1,000,000 Personal and Advertising Injury
\$1,000,000 Each Occurrence
* Coverage must be placed with a carrier rated not less than A- VI by A.M. Best & Co.
* Additional Insured Endorsement Required. Attach a CG 2026 11/85 Additional Insured Endorsement, or the combination of CG 20 10 03 97 & CG 20 37 10 01, or its equivalent [Note: if equivalent is submitted, anticipate longer review period]
* Name of Additional Insured Person(s) or Organization(s) must read: The City of Santa Clara, its City Council, commissions, officers, employees, agents and volunteers. [Note: Blanket endorsement language will NOT be accepted]
* Location(s) of Covered Operations must read: All locations associated with the approved and issued encroachment permits within City of Santa Clara
* Coverage must be Primary and Non-Contributory above any other insurance The City of Santa Clara, its City Council, commissions, officers, employees, agents and volunteers may carry.

Commercial Automobile Liability:

- Must indicate coverage for Any Auto or Owned, Hired or Borrowed, and Non-owned Vehicles
\$1,000,000 Combined Single Limit
\$1,000,000 Bodily Injury per Accident
* Coverage must be placed with a carrier rated not less than A- VI by A.M. Best & Co.

Workers' Compensation:

- State Statutory Limits
• Employers' Liability Coverage
\$1,000,000 Each Accident
\$1,000,000 Disease - Policy Limit
\$1,000,000 Disease - Each Employee

Certificate Holder:

City of Santa Clara - Engineering Division
c/o Ebix BPO - Insurance Compliance
P.O. Box 100085 - S2
Duluth, GA 30096

For Customer Service and inquiries:
Phone: (951) 766-2280 email: CTSantaClara@ebix.com

IMPORTANT:
Fax 770-325-0409 or email CTSantaClara@ebix.com insurance documents to Ebix for compliance & verification (PLEASE DO NOT FAX TO CITY OF SANTA CLARA - ENGINEERING DIVISION.)

PLEASE READ: Engineering Division does NOT review insurance documents. IT IS THE APPLICANT'S and/or CONTRACTOR'S RESPONSIBILITY TO MEET ALL THE MINIMUM INSURANCE REQUIREMENTS LISTED ABOVE. Call Ebix BPO Customer Service to verify if the documents have been reviewed and cleared, prior to issuance of the EP.



**ENCROACHMENT PERMIT (EP)
FY 2025-2026 (Effective on July 1, 2025)
Engineering Division Fees, Rates & Charges**

Encroachment Permit Processing Fee:

Public improvements cost up to \$25,000	\$ 435
Public improvements cost over \$25,000	\$ 872

Engineering Plan Review Fee:

Public improvements cost up to \$25,000 (fee includes 3 checks).....	\$ 803/plan set
4 th and each of the subsequent checks	\$ 172/plan set

Public improvements cost between \$25,001 and \$35,000 (fee includes 3 checks).....	\$ 1,607/plan set
4 th and each of the subsequent checks	\$ 172/plan set

Public improvements cost over \$35,000 (fee includes 3 checks).....	\$ 1,918/plan sheet
4 th and each of the subsequent checks	\$ 319/plan sheet
Revisions after Encroachment Permit issuance	\$ 525/plan sheet

Permit extensions for all projects	\$ 482/permit
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Engineering Inspection Fee:

Public improvements cost	
\$0 - \$15,000	\$ 511.00
\$15,001 - \$25,000 (base + 4.04% of cost above \$15K).....	\$ 639.00 (base)
\$25,001 - \$35,000 (base + 5.27% of cost above \$25K).....	\$ 1,056.00 (base)
\$35,001 - \$50,000 (base + 23.49% of cost above \$35K).....	\$ 1,602.00 (base)
\$50,001 - \$100,000 (base + 4.06% of cost above \$50K).....	\$ 5,249.00 (base)
\$100,001 - \$200,000 (base + 6.09% of cost above \$100K).....	\$ 7,349.00 (base)
\$200,001 - \$500,000 (base + 5.58% of cost above \$200K).....	\$ 13,648.00 (base)
\$500,001 - \$1,000,000 (base + 5.27% of cost above \$500K).....	\$ 30,972.00 (base)
> \$1,000,000 (base + \$14,698.00 for each additional \$500K or fraction thereof) ...	\$ 58,269.00 (base)

Water Inspection Fee:

Public Water improvements cost	
\$0 - \$15,000	\$ 648
\$15,001 - \$25,000 (base + 13.73% of cost above \$15K).....	\$ 1,298 (base)
\$25,001 - \$50,000 (base + 11.87% of cost above \$25K).....	\$ 2,848 (base)
\$50,001 - \$100,000 (base + 2.22% of cost above \$50K).....	\$ 6,197 (base)
\$100,001 - \$200,000 (base + 4.22% of cost above \$100K).....	\$ 7,449 (base)
\$200,001 - \$500,000 (base + 3.03% of cost above \$200K).....	\$ 12,208 (base)
\$500,001 - \$1,000,000 (base + 0.67% of cost above \$500K).....	\$ 22,478 (base)
> \$1,000,000 (base + \$8,076 for each additional \$500K or fraction thereof).....	\$ 26,235 (base)

Electric Plan Review Fee (fee includes 3 checks).....	\$ 468/plan sheet
4 th and each of the subsequent checks	\$ 66/plan sheet

Street Plan Review Fee (fee includes 3 checks).....	\$ 183/plan sheet
4 th and each of the subsequent checks	\$ 40/plan sheet

Street Plan Review Fee for Parkways & Boulevards.....	\$ 605/plan set
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Water Plan Review Fee:

Single family home improvements (fee includes 3 checks).....	\$ 687/plan set
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Public improvements cost up to \$25,000 (fee includes 3 checks).....\$ 1,220/plan set
4th and each of the subsequent checks\$ 746/plan set

Public improvements cost over \$25,000 (fee includes 3 checks).....\$ 2,949/plan sheet
4th and each of the subsequent checks\$ 746/plan sheet

Field Marking (U.S.A.) Fee:

A. Sanitary Sewer

First 50' of Excavation\$ 307
Each additional 50' or fraction thereof.....\$ 125

B. Storm Drain

First 50' of Excavation\$ 191
Each additional 50' or fraction thereof.....\$ 127

C. Electric - Fiber

First 50' of Excavation\$ 155
Each additional 50' or fraction thereof.....\$ 103

D. Water

First 50' of Excavation\$ 307
Each additional 50' or fraction thereof.....\$ 125

E. Recycled Water

First 50' of Excavation\$ 307
Each additional 50' or fraction thereof.....\$ 125

F. Traffic Signal

First 50' of Excavation\$ 155
Each additional 50' or fraction thereof.....\$ 103

Slurry Seal Fee:

Per application\$ 2.50/sq. ft.
(Minimum fee \$114.66)

Record Drawing Archiving Fee:

Per sheet (if applicable)\$ 91/plan sheet

Technology Fee:

Per permit.....3.37% of the Encroachment
Permit fee
(Fee excludes the Electric and
Water fees)