



## Engineering & Capital Improvement Projects Department Encroachment Services Division

450 Civic Center Plaza, 2<sup>nd</sup> Floor

Richmond, CA 94804

Phone (510) 307-8091 FAX (510) 307-8116

Email: [engpermits@ci.richmond.ca.us](mailto:engpermits@ci.richmond.ca.us)

### ENCROACHMENT PERMIT GUIDELINES

1. Any work performed within the public right-of-way (**ROW**) requires an Encroachment Permit. The public right-of-way is generally defined as areas of the roadway and the sidewalk between the property lines measured from one side of the street to the property line on the other side of the street.

**All Encroachment Permit fees are non-refundable. Permits are valid for 60 days from the date of issuance. The applicant must provide a written request for an extension prior to the permit expiration date. The request must specify the dates that need to be changed and explain the reason for the extension. The applicant must pay additional required fees. For more information contact the Engineering & Capital Improvement Projects Department.**

Incomplete applications will result in delay in processing the permit. No work shall be started until the Applicant signs/accepts the required conditions placed on the Permit and receives an approved Permit issued by the Engineering & Capital Improvement Projects Department.

All work shall be performed in accordance with the City of Richmond Standards. Copies of Standard Specifications and Details for Utility Trenches and Concrete Work are available at the Engineering & Capital Improvement Projects Department and can be found at the City website ([www.ci.richmond.ca.us](http://www.ci.richmond.ca.us))

Any change in the scope of work during construction shall be reported immediately to, and approved by, the City Inspector. The Applicant may be required to obtain a separate permit if the work substantially deviates from the original scope of work.

The Applicant shall call the Engineering & Capital Improvement Projects Department at (510) 307-8091 48-hours in advance to schedule an inspection for various phases of the construction.

All communications will be made through the permit holder (i.e., inspection requests, bond releases, notices of non-compliance, etc.).

All fees in this brochure can be found at the City website ([www.ci.richmond.ca.us](http://www.ci.richmond.ca.us)).

*(Reference: Richmond Municipal Code, chapters 12.17, 12.28, 12.29, 12.35, and 12.36)*

2. An Encroachment Permit is required for the following types of work. The fees include up to 2 hours of field inspection (including a warranty inspection conducted one-year from the closure of the permit). Additional expenses and inspection time will be charged at actual cost. USA markings are required prior to starting work in ROW.

**a. Potholing or Trenching Public Streets:**

The applicant is required to pay a Street Cut fee of \$437 (including trenching within a public alley whether it is paved or not) anytime their work requires them to dig within the public right-of-way. **If all potholes or trenches are located within 200 feet of each other the City Engineer may consider charging a single street cut fee for the entire scope of work.**

**b. Borehole and Monitoring Well Installations:**

The applicant is required to obtain a separate permit and pay individual fees for each location (at a cost of \$437 per location). **If all bore holes or monitoring wells are located within 200 feet of each other the City Engineer may consider charging a single street cut fee for the entire scope of work.**

**c. Concrete Work (curb ramp, sidewalk, curb, gutter, or driveway approach):**

The applicant is required to pay a Concrete fee of \$182 plus \$0.60 per sq. ft. of curb ramp and sidewalk or \$0.60 per linear foot of curb and gutter replaced.

**d. Sewer Lateral:**

For work in the Richmond Sanitary Sewer District, permit fees will be assessed based on the scope of work.

The Engineering & Capital Improvement Projects Department will issue the required permits and conduct the inspection of the work from the house foundation to the sewer main. The Applicant shall indicate whether open cut or trenchless method will be used for the sewer lateral replacement.

For work performed on a sewer line that is maintained by one of the other sanitary sewer districts (West County Wastewater District or Stege Sanitary District), the Applicant shall first obtain a plumbing permit from those agencies and submit copies of the plumbing permit with their application before the Engineering & Capital Improvement Projects Department will issue an Encroachment Permit for the required work.

**Contact Information:**

Stege Sanitary District  
(510) 524-4668

West County Wastewater District  
(510) 222-6700

**A new sewer lateral connection to the city main requires payment of the Developer Impact Sewer Fees assessed by the Building Regulations Department prior to Encroachment Permit issuance.**

**e. Lane/Sidewalk Closures:**

The applicant is required to pay a lane closure/sidewalk closure fee of \$437 anytime their work only requires the closure of a traffic lane and/or sidewalk within the public right-of-way.

**f. Facility Placement:**

The applicant is required to pay a facility placement fee of \$437 anytime their work requires them to place facilities within the public right-of-way (i.e., dumpster, fence, no parking signs, etc.).

**3. Pedestrian/Traffic Control Plans**

All contractors performing work in the ROW are required to submit a California MUTCD Traffic/Pedestrian Control Plan for review and approval by the Engineering Department prior to Encroachment Permit issuance.

#### 4. Bonding Requirements

In addition to the applicable fees, the Applicant shall deposit \$500 OR 25% of the job valuation (whichever is greater) as a warranty bond if the work involves removal and replacement of existing asphalt. The job valuation is determined by an estimate or an invoice signed by the customer prior to performing the work and shall be submitted with the permit application.

The City will refund this bond one year after the completion of the work (as long as the work is still in accordance with the conditions of the Encroachment Permit at the end of the one year period). If the work is found no longer in accordance with the conditions of the Encroachment Permit the Contractor will have 2 weeks from the date of notification from the City to respond and schedule the rework, otherwise the Contractor will forfeit their warranty bond and the City will use the warranty bond funds to perform the rework. Contractor performed rework will require a one-year warranty bond from the date of completion of the rework as well.

**No bond will be required if the Applicant has a Franchise Agreement with the City with such wording included therein.**

**Any work performed without proper inspection or found not performed in accordance with the City Standards will be rejected and shall be removed and reworked at the Applicant's expense. Failure to do so will risk immediate invalidation of the Encroachment Permit and/or forfeiture of the warranty bond.**

#### 5. Contractor's License

For any work performed within the public ROW, the Applicant, his/her Contractor, and/or the Contractor's Sub-contractor(s) shall possess valid Contractor License(s) issued by the State of California. The following licenses are acceptable:

##### **ROW Valid Contractors State License(s):**

##### Sanitary Sewer Laterals:

- Class C-42 (Sanitation System)
  - **plus** Cal OSHA T-1 Annual Trench/ Excavation Permit

##### Public Street Repair (ROW):

- Class A (General Engineering), or
- Class C-12 (Earthwork & Paving), or
- Class C-34 (Pipeline)

##### Concrete Repair (e.g., sidewalk, curb, gutter, etc.):

- Class C-8 (Concrete)

#### 6. Business License

Contractors working within the public ROW shall also possess a valid City of Richmond Business License at the time of application. The Applicant shall provide, on the Encroachment Permit application, the Contractor's name(s), address(es), telephone number(s), Contractor License number(s), and City of Richmond Business License number(s). For more information contact the Finance Department Business License Unit at (510) 620-6742.

#### 7. Work on Private Property

Applicants are advised to contact the City's Planning Department at (510) 620-6706 and the Building Department at (510) 620-6868 to obtain approval and applicable permits if the improvements involve private structures, drainage, and earthwork that may have an impact on the surrounding improvements.