ENCROACHMENT PERMIT PROCESSING GUIDELINES
*Required for any work performed in public right of way*

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<th>MAJOR ENCROACHMENT</th>
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<th>STREET USE (ENC Records)</th>
<th>MAINTENANCE (ENC Records)</th>
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- Deposit required when submitting application. Use online fee calculator: Link
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- 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.
- Deposit required when submitting application. To be determined at DE Counter at submittal.

- 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 **

- 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

- 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
- 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
- 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.