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

<table>
<thead>
<tr>
<th>MAJOR ENCROACHMENT</th>
<th>RESIDENTIAL PLAN CHECK (RPC Records)</th>
<th>STREET USE (ENC Records)</th>
<th>MAINTENANCE (ENC Records)</th>
<th>NEW CONSTRUCTION (ENC Records)</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMMERCIAL PLAN CHECK (CPC Records)</td>
<td>CPC-RPC Application Link Instructions Link</td>
<td>Deposit required when submitting application. Use online fee calculator: <a href="#">Link</a></td>
<td>Fee due at application = $150 Can be paid over the phone by credit card 916-808-6810</td>
<td>Deposit required when submitting application. To be determined at DE Counter at submittal.</td>
</tr>
<tr>
<td>RESIDENTIAL PLAN CHECK (RPC Records)</td>
<td>CPC-RPC Application Link Instructions Link</td>
<td>Deposit required when submitting application. Use online fee calculator: <a href="#">Link</a></td>
<td>No deposit due at application Invoice provided to utility company every month.</td>
<td>Deposit required when submitting application. To be determined at DE Counter at submittal.</td>
</tr>
</tbody>
</table>

- No parcel or final map required
- Requires Public Improvement Agreement (PIA) between developer & City
- Requires improvement bond = 100% of construction cost
- 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
- 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+ = 5 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](mailto:DE@cityofsacramento.org)

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