

ENCROACHMENT PERMIT GUIDELINES

1. Any work performed within the public right-of-way 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 lines on the other side of the street.
 2. A \$200 fee will be collected for each Encroachment Permit at the time of application. The fee includes up to 2 hours of field inspection. Additional expense and inspection time will be charged at actual cost.
 3. In addition to the \$200 fee, the Applicant is required to deposit \$500 as a bond if the work involves removal and replacement of the existing pavement. The City will refund the bond after the City Inspector certified that the work is completed in accordance with the conditions of the Encroachment Permit.
 4. If the work involves replacing a portion of the sidewalk, curb, gutter or driveway approach, the Applicant is required to obtain a separate Sidewalk Permit and pay the required fees. Fees for the Sidewalk Permits are \$135 plus \$0.45 per sq. ft. of sidewalk or \$0.45 per linear ft of curb and gutter replaced. Call the Engineering Division at (510)307-8091 for details.
 5. Encroachment Permit is required for boreholes and monitoring well installations. A separate permit is required for each location. If all bore holes or monitoring wells are located 200 feet within each others
- the City Engineer may consider charging a single \$500-bond for the entire work. However, the Encroachment Permit fee will be charged for each location.
6. No fee or bond will be required if the Applicant has a Franchise Agreement with the City.
 7. For sewer lateral repair and replacement, the Applicant shall first obtain a Building Permit from the City's Building Department and pay the applicable fees. No Encroachment Permit will be issued without a Building Permit. The Building Department will issue appropriate Building Permits and conduct inspection on the sewer lateral up to the property line or the cleanout in the right-of-way. Engineering Division will issue Encroachment Permits and conduct inspection on the work within the public right-of-way between the property line and the sewer main. If the cleanout is located in the planting strip, the Applicant should also call the City's Parks & Landscape Department at 510-231-3004 for an inspection of the planting area. The Applicant shall indicate whether open cut or trenchless method will be used for the sewer replacement.
 8. If work is to be performed on the sewer line that is maintained by other Sanitary Sewer Districts such as West County Wastewater District or STEGE Sanitary Sewer District. The Applicant shall first obtain appropriate permits from those agencies. No Encroachment Permit will be issued until the Applicant provides a copy of the Sewer Permit obtained from the appropriate agencies.
 9. 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.
 10. For any work performed within the public right-of-way, the Applicant or his/her Contractor shall possess a valid Contractor License issued by the State of California. All Contractors work within the public right-of-way shall also possess a valid City of Richmond Business License at the time of application unless the Contractor is the legal owner of the property. The Applicant shall provide, on the Encroachment Permit Application, the Contractors' name, address, telephone number, Contractor License number and City of Richmond Business License number.
 11. The Applicant shall follow the instructions on the Encroachment Permit Application and provide all the required information. Incomplete applications will result in delay in processing the permit.
 12. No work shall be started until the Applicant signed on the required conditions specified for the Encroachment Permit and received an approved Encroachment Permit issued by the Engineering Division.
 13. All work shall be performed in accordance with the City of Richmond Standards. Applicant may obtain a copy of the Standard Specifications for Utility Trenches or Concrete Work at the Engineering Division.

14. Any change in the scope of work during construction must be reported immediately to, and approved by, the City Inspector. The Applicant may be required to obtain a separate permit if the work is substantially deviated from the original scope of work.
15. The Applicant must call the Engineering Division at (510)307-8091 24 hours in advance to schedule for an inspection for various phases of the construction. Any work proceeded without proper inspection will be rejected.
16. All Encroachment Permits are valid for 60 days from the date of issuance. The Applicant must re-apply for the permit and pay the required fee if the work is not completed within 60 days.



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