CITY OF SUNNYVALE
Public Works Department/Engineering Division
Encroachment Permit Requirements
For All Work Within the Public Right Of Way and/or Public Utility Easement
(Minimum 2-week turnaround)

The following requirements shall be met prior to issuance of an encroachment permit for any work within the public right of way:

- ☐ Subdivision Map recorded and surety bonds posted (For Subdivision Development Projects only)
- ☐ Improvement plans or plot map approved by Public Works Department/Engineering (4 sets) For single item improvement, the plan can be prepared on 8-1/2" x 11" paper. The plan should show existing and proposed improvements (e.g., driveway approach) with dimensions. All utility features in the public right-of-way (e.g., water meter, tree, fire hydrant, streetlight, etc.) should be shown on the plans.
- ☐ Traffic control plans (as needed depending upon location, hour and/or nature of work) approved by Traffic Engineer (4 sets)
- ☐ Application form completed and signed
- ☐ Permit fee paid (10% of the estimated construction costs with $279 for the first 50' min. <u>and</u> per fee schedule) Works associated with PG&E, SBC, Comcast, etc. will be billed to the corresponding utility companies.
- ☐ Contractor provides Certificate of Insurance with general liability insurance of single coverage of **$1,000,000.00 minimum**. Said policy shall name **the City of Sunnyvale as an additional insured** (A separate endorsement sheet is required with the insurance policy, and **the location and job description** must be included on the policy).
- ☐ Contractor has a **Class A General Engineering license**. The following licenses are acceptable for the scope of work as described. All other class licenses will only be issued a permit upon approval by the Assistant City Engineer.

B General Building may perform incidental work as approved by the City Engineer.
C8 Concrete Contractor may perform driveway approach and sidewalk project.
C12 Earthwork and Paving Contractors may perform grading work.
C16 Fire Protection Engineering Contractors may perform installation of fire service lines.
C27 Landscaping Contractors may perform landscaping related work.
C31 Construction Zone Traffic Control Contractor for traffic control
C32 Parking and Highway Improvement Contractors may perform parking lot pavement work including installation of protective vehicle signage and/or device.
C34 Pipeline Contractor may perform water and gas line work including trenching, compacting and surface paving.
C42 Sanitation System Contractors may perform sanitary sewer line work including trenching, compacting and surface paving. Under no circumstance shall the C36 Plumbing Contractors be allowed to perform sewer line work in the public right-of-way.
C57 Water Well Drilling Contractor may perform installation and repairs of water wells and pumps by boring, drilling, excavating, casing, cementing and cleaning to provide a supply of uncontaminated water.

- ☐ Contractor provides proof of worker's compensation coverage
- ☐ Contractor has a valid city business license
- ☐ Approval from other agencies (Caltrans, Santa Clara Valley Water District, etc.)