

**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**  
**(Applicant must allow 10 working days to process, review, and issue permit if no revisions are required. Do not schedule any construction within this 10-day minimum windows)**

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

- Improvement plans or plot map approved by Public Works Department/Engineering (2 sets). For single item improvement, the plan can be prepared on 8-1/2" x 11" paper. The plan shall 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.) shall be shown on the plans.
- Traffic control plans (2 sets) with completed traffic control checklist (1 set) - as needed depending upon location, hour and/or nature of work approved by Traffic Engineer.  
<http://sunnyvale.ca.gov/Portals/0/Sunnyvale/DPW/Transportation/TTC%20Plan%20checklist%20Apr-2013%20web.pdf>
- Encroachment permit application form completed and signed.
- Permit fee paid per current fiscal year fee schedule. Work associated with PG&E, AT&T, Comcast, CalWater, etc. will be billed to the corresponding utility companies.
- Applicant 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.
- Applicant, contractor, and sub-contractor(s) (if applicable) shall have a valid city business license.
- Approval from other agencies (Caltrans, Santa Clara Valley Water District, etc.).