

### **How to apply for an Engineering Project:**

Permits for Engineering Projects include permits for encroachments, work in the Public Right of Way (water meter upgrades, driveway approaches, sidewalk repairs, etc.), public utility easements and development off-site improvements. This application is also for any subdivision map/legal plan review, such as Tract Map, Final Map, Parcel Map plan checks and Lot Line or Public Easements Adjustments and Reviews.

- If your project is in in the Public Right of Way, or doesn't have a specific address or APN number, call the Permit Center. You may not be able to apply online.
- Log in with your User Name and Password.
- Select the Engineering Project tile.
- When you add the project address, check the search sample. Use the map page to help you find the project's address. If not found, check the street spelling. Also check that the address is within the city limits.
- Add a complete project description.
- If necessary, add additional project contact information (Contractor, Property Owner, etc.).
- Provide the Permit Type. Refer to the sample information to help select the right type for your project.
- Upload the required and supporting documents.
- Add your digital signature to complete the application.
- Review the permit or plan application summary. The fees shown are an estimate. We will create an invoice for you.
- Submit.
- Click "On to Permit" to view your permit or plan number and status.

You will receive a message that your application has been successfully submitted. You will hear from us within a few business days.

### **Next Steps**

- We will review your application. If your application is incomplete, you will need to submit additional documents or information. Your application must be complete before work can start.
- Once your application is complete, we will create an invoice. You may pay the invoice at any time. You can choose to pay when we ask as part of the approval process. You will delay the processing of your project or permit if you fail to make payments.
- You can't submit additional documents until we ask you for them.
- At anytime you can view the status of your project through your account.

Sunnyvale.ca.gov/PermitCenter  
408-730-7444