



**CITY OF SOUTH SAN FRANCISCO**  
**ENGINEERING DIVISION**  
 315 MAPLE AVENUE, SOUTH SAN FRANCISCO, CA 94080

FOR INSPECTIONS  
 CALL (650) 829-6656  
 24 HR in Advance

**PERMIT TO BE KEPT ON PREMISES AT ALL ENCROACHMENT PERMIT**  
 (PLEASE PRINT OR TYPE)

The Encroachment Permit can only be issued to a licensed contractor with a valid license.

NAME OF APPLICANT	REPRESENTING <input type="checkbox"/> OWNER <input type="checkbox"/> CONTRACTOR	LOCATION OF WORK		
NAME OF PROPERTY OWNER	ADDRESS	CITY, STATE ZIP	TELEPHONE	
NAME OF CONTRACTOR	ADDRESS	CITY, STATE ZIP	TELEPHONE	
CA. CONTR. LICENSE #	SSF BUSINESS LICENSE #	USA# (NOT VALID W/O #)	ESTIMATED START DATE	ESTIMATED COMPLETION DATE
ESTIMATED CONSTRUCTION COST: (ESTIMATE WORK IN CITY RIGHT OF WAY ONLY. DO NOT INCLUDE VALUE OF UTILITY.) \$		DIMENSIONS OF EXCAVATION (ATTACH COPY OF CAL/OSHA PERMIT IF DEPTH IS 5 FEET OR MORE)		
DESCRIPTION OF WORK: (ATTACH MAP AND PLANS AND OR REFERENCE APPLICABLE CITY STANDARD PLAN DRAWINGS)				

**GENERAL CONDITIONS**

- Construction permits shall have the approval of the City Engineer and /or a designated representative and shall be in conformance with Standard Plan Drawings of the City of South San Francisco.
- All work shall be done subject to the supervision and to the satisfaction of the Public Works Department. Cuts in the street must be neat and straight, and sidewalks must be saw cut. **IMPORTANT: Call "Before you Dig" 1-800-227-2600.**
- Excavation and shoring that is 5 feet deep or more shall conform to CAL/OSHA requirements.
- Excavations **MUST** be covered at the end of each working day as directed by the Public Works Inspector.
- Provisions for two-way traffic shall be maintained at all times and must conform to Caltrans construction safety standards.
- The first two inspections are included in the cost of the Encroachment Permit. For each additional inspection, the Contractor shall pay \$100 prior to additional inspections. Payments shall be made in the Engineering Division.
- Encroachment Permit Deposits will be refunded upon proper installation of facilities, compaction of backfill, and replacement of pavement to satisfaction of the Public Works Inspector. Please call (650)829-6656 for a final inspection. Refund of deposit will **automatically** be processed upon receiving a satisfactory final inspection. Please allow a few weeks for processing.
- Applicant shall hold the City of South San Francisco and its employees, agents and representatives harmless and assume all liability for claims which may arise by or because of this permit; nor by issuance of this permit shall the City of South San Francisco and its employees, agents and representatives assume any obligation for future changes made by or because of design, construction, maintenance and/or traffic.
- All construction projects are required to comply with the Bay Area Air Quality Management District's (BAAQMD) dust control

SPECIAL CONDITIONS (LEAVE BLANK FOR USE BY CITY STAFF.)

REFUND DEPOSIT TO:

I HEREBY ACKNOWLEDGE THAT I HAVE READ THIS PERMIT AND THE ABOVE CONDITIONS, THAT THE INFORMATION GIVEN BY ME IS CORRECT, THAT I AM THE OWNER OR THE DULY AUTHORIZED AGENT OF THE OWNER, AND THAT I AGREE TO COMPLY WITH THE ABOVE CONDITIONS AND ALL APPLICABLE PROVISIONS OF STATE LAWS, CITY ORDINANCES, AND THE RULES OF ANY GOVERNMENTAL AGENCY INVOLVED.

SIGNATURE OF APPLICANT (OWNER OR AUTHORIZED AGENT)	TITLE	DATE
--	-------	------

**DO NOT WRITE BELOW THIS LINE - FOR USE BY CITY STAFF**

PERMIT EXPIRES	PERMIT FEE (Non-Refundable) \$7	REINSPECTION FEE \$0.00
	INSPECTION FEE (Non-Refundable) \$0.00	PERMIT DEPOS (Refundable) \$0.00
APPROVED BY CITY ENGINEER	DATE ISSUED	DATE U.S.A. # RECEIVED
BY:	01/05/2015	
APPROVED BY P.W.INSPECTOR	DATE	ENGINEER'S ESTIMATE
BY:		0.00
TOTAL DUE TO THE CITY \$		<input type="checkbox"/> PAID <input type="checkbox"/> INVOICE
		RECEIPT NO. DATE:

CC: INSPECTOR, FILE

**PERMIT NO:**

**ABOUT THE ENGINEERING  
DIVISION**

The Engineering Division under the Department of Public Works has the primary responsibility to deliver facilities and infrastructures that meet the needs of South San Francisco residents. The division complies to the standards and requirements established in the engineering guidelines and the City's Master Plan. The division achieves its goals through managing, planning, designing and constructing the City's Capital Improvement Projects, and also through the plan review and permit process to regulate and facilitate private development projects.



**GUIDE  
TO  
ENCROACHMENT  
PERMITS**

DEPARTMENT OF PUBLIC WORKS  
ENGINEERING DIVISION  
315 MAPLE AVENUE  
SOUTH SAN FRANCISCO, CA 94080

MAIN: (650) 829-6652  
FAX: (650) 829-6689

BUSINESS HOURS: MONDAY-FRIDAY  
8:00 AM—5:00 PM  
[WWW.SSF.NET](http://WWW.SSF.NET)

### WHAT IS THE PURPOSE OF AN ENCROACHMENT PERMIT?

An encroachment permit allows you to make certain uses and construct certain improvements within the public Right-of-Way or dedicated easement, both above and below ground.

### WHO ISSUES ENCROACHMENT PERMITS?

The Engineering Division issues encroachment permits and can answer your questions (see address and business hours on reverse)

### WHERE DO I GET AN APPLICATION?

Applications are available at the Engineering Counter or online at [www.ssf.net](http://www.ssf.net)

### WHO NEEDS AN ENCROACHMENT PERMIT?

South San Francisco residents, public utility companies, contractors, and anyone working on public property i.e. the street, sidewalk, spur property, etc. Only licensed contractors may perform work requiring an encroachment permit.

### WHAT TYPE OF WORK REQUIRES AN ENCROACHMENT PERMIT?

- Sidewalk repair or replacement
- Rain water leaders extending to the street
- New or existing utilities (i.e. sewer, water, etc.) in the sidewalk or street
- New or replacement street paving
- Street closures (with City Council approval)
- Awnings on Public Right of Way
- Boring test/well

### HOW DO I APPLY FOR AN ENCROACHMENT PERMIT?

Complete an encroachment permit application and provide the following:

- *Construction work*
- Description and location of work to be performed
- Drawing showing relationship to street, sidewalk and property (include measurements, square footage of areas to be removed and replaced)
- Utility trench detail i.e. profile, width, depth and size of pipes

#### *Road Closures*

- Traffic plan (diagram showing streets affected, duration of closure, etc)
- Additional requirement required by the Engineering Division

Incomplete submittals will not be accepted. You will be asked to return with the proper documents and information needed.

### HOW LONG WILL IT TAKE FOR MY APPLICATION TO BE APPROVED?

Complete encroachment permit applications with proper plans can be processed and approved over-the-counter however, in some cases, approval may take up to 30 days. It is important to provide all information such as current contractor's license, phone number, telephone and address. Contractors must have a City of South San Francisco business license.

### CAN I APPEAL IF MY APPLICATION IS DENIED?

You can not appeal beyond the Engineering Division however, the staff can advise revising your plans in order to secure approval.

### WHAT IS THE COST OF AN ENCROACHMENT PERMIT?

Fees include the following:

- Depending on construction cost, a single permit is a minimum \$100
- Security deposit, which varies according to type of work performed

The permit is active for 6 months with a one-time 6-month extension.

### WHEN CAN I BEGIN DIGGING?

Upon receipt of an encroachment permit and approval from the Public Works Inspector, you are authorized to begin work, however for any encroachment permit that requires removal of sidewalk, driveway or street material you must mark out in white chalk paint the areas you plan to excavate prior to digging.

After the area is marked, contact **Underground Services Alert (USA)** (800-227-2600) 48 hours in advance of digging. After 48 hours have passed and the area has been properly marked, work may commence.

### WHAT INSPECTIONS ARE REQUIRED?

Contact the Engineering Division 24 hours in advance of your desired inspection date to set up your appointment. The Engineering Division will notify you of what type(s) and how many inspections will be needed.

### When will my deposit be refunded?

Deposits are returned within 30 days after work is completed and final inspection has been approved.