

# DEPARTMENT OF PUBLIC WORKS

Submit application online:  
<https://aca-prod.accela.com/smcgov/Welcome.aspx>



Road Operations -  
Permits 752 Chestnut St,  
Redwood City, CA 94063  
(650) 363-4103

Ann M. Stillman  
Director of Public Works



## ENCROACHMENT PERMIT APPLICATION

Complete all fields

To Whom It May Concern:

The undersigned hereby applied for permission to excavate, construct and/or otherwise encroach upon the Right-of-Way of the County of San Mateo road(s) listed:

**DESCRIBED LOCATION OF PROPOSED ACTIVITY** <Site Address>

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**DESCRIBED PROPOSED ACTIVITY:** <Attach detailed site plans, construction details, and traffic control plans>

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NOTE: State of California Government Code Sections 4215 through 4216.24 require an INQUIRY IDENTIFICATION NUMBER be assigned to every person planning to conduct an excavation in a Public Right-of-Way or Private Easement.

PROPOSED ENCROACHMENT DATE(S): START \_\_\_\_\_ FINISH \_\_\_\_\_  
(If finish date is not provided, permit will be valid for 12 months from date of issuance.)

Applicant agrees to accomplish the described activity in accordance with applicable County of San Mateo Codes, Ordinances, Regulations, Restrictions, Standards, and Specifications, and to be subject to inspections and approval by the Dept. of Public Works.

\_\_\_\_\_ Applicant shall indemnify and save harmless the County, its officers, agents, employees and servants from all claims, suits or  
initials actions on every name, kind and description, brought for, or on account of, injuries to or death of any person or damage to property resulting from the performance of any work authorized or required by the County in conjunction with this request.

\_\_\_\_\_ Applicant is required to maintain property damage and liability insurance in amounts equivalent to or exceeding the legal  
initials minimums as a condition of this permit. A Performance Bond may be required and applicant will be informed of its requirement during permit review.

\_\_\_\_\_ Applicant shall notify USANorth811 at "811 or 811Express.com" two (2) working days prior to all proposed excavation work, as  
initials defined by Government Code Sections 4215 – 4216.24. For additional information, visit usanorth811.org.

### PLEASE PRINT

Owner of property or facility <b>(REQUIRED)</b>	Contractor <b>(Owner's Representative, REQUIRED)</b>
Name:	Business Name:
Address	Contractor License Number:
City	Contact Name
State	Business Address
Zip code	City State zip
Cell phone	Cell phone
Email	Email
<b>Wet Signature:</b>	<b>Wet Signature:</b>

For any questions, please contact dpwpermit@smcgov.org. Please note no applications will be accepted via email.