

## DEPARTMENT OF PUBLIC WORKS



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

Tory A. Newman  
Director of Public Works

Scan the QR Code click the link  
below to apply online: <https://aca-prod.accela.com/smcgov/Welcome.aspx>



### **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>

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

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.

\_\_\_\_\_  
initials Applicant shall indemnify and save harmless the County, its officers, agents, employees and servants from all claims, suits or 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.

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

\_\_\_\_\_  
initials Applicant shall notify USANorth811 at "811 or 811Express.com" two (2) working days prior to all proposed excavation work, as 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                                                  |
| Wet Signature:                                    | Wet Signature:                                         |

For any questions, please contact [dpwpermit@smcgov.org](mailto:dpwpermit@smcgov.org). Please note no applications will be accepted via email.