



## **INSTRUCTIONS FOR COMPLETING APPLICATION** **FOR ENCROACHMENT PERMIT**

July 2026

**Note:** Incomplete applications or applications that are received via mail or email will not be processed and applicants will be redirected to submit through the online portal, Accela Citizen Access (<https://aca-prod.accela.com/smcgov/Welcome.aspx>)

1. **Describe Location of Proposed Activity:** Include street address and city/town and attach a copy of your site plan. The site plan should show the property line and the location and limits of the proposed work.
2. **Describe Proposed Activity:** Include a brief description of the work to be performed within the public right of way. If any work involves construction other than “County Standard,” include a plan drawing showing the type of work and any details necessary to fully describe the work.  
  
The Department of Public Works publishes “Standard Drawings for Public and Private Construction” and “Special Provisions” for a variety of activities. The full edition of the Standard Drawings is available online at <https://www.smcgov.org/media/46171/download?inline=>
3. **Proposed Start and Finish Dates:** Must be completed. Allow at least 5-7 working days for your permit application to be processed when completing this section.
4. **Initial:** Must be completed. Provide initials to acknowledge indemnification and insurance clause.
5. **Property owner:** Name, Mailing Address and Signature: Must be completed and signed in wet ink.  
**Contractor:** Name, Mailing Address, Valid License# and signature: Must be completed and signed in wet ink.
  - Contractors must have a valid license (Class A, C-12, C-34, C-42 or C-8 (concrete work only)) to work in the County right of way.
6. **Telephone Number and Email:** Provide telephone number with area code and email to contact the applicant.
7. Arrange your application package in the following order for submittal. Please be as detailed as possible in your application.
  - a) **Encroachment Permit Application**
  - b) **Site plan and details**
  - c) **Traffic Control Plan (must follow the CA MUTCD standards)**
  - d) **Surety bond is required for all mainline and trenchless construction**
  - e) Scan all documents and submit application package online through Accela (<https://aca-prod.accela.com/smcgov/Welcome.aspx>) or scan the QR code → 
8. Payment is not required upon submission of application. Once the permit application is reviewed, an email will be sent out to the Applicant/Contact so that they can make a payment online. Please note that the email will direct you to pay online using a credit card (3% surcharge). For checks, please make payable to County of San Mateo and drop it off at our Grant Yard Office. *Note: Projects that involve subdivision improvements, wells and other substantial construction projects may require an inspection deposit. DPW Permit staff can assist you with inspection fees and security deposits.*
9. For any encroachment permit questions, please contact [dpwpermit@smcgov.org](mailto:dpwpermit@smcgov.org). Please note that we do not accept applications via email.

## DEPARTMENT OF PUBLIC WORKS

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



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

Tory A. Newman  
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>

**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](http://usanorth811.org).

**PLEASE PRINT**

|                                                 |                                                                           |
|-------------------------------------------------|---------------------------------------------------------------------------|
| <b>Owner of property or facility (REQUIRED)</b> | <b>Contractor (Owner's Representative, REQUIRED)</b>                      |
| Name:                                           | Business Name:                                                            |
| Address                                         | Contractor License Number: Class A, C12, C34, C42, C8(concrete work only) |
| 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](mailto:dpwpermit@smcgov.org). Please note no applications will be accepted via email.