ENCROACHMENT PERMITS

Effective 07/01/19

Why do I need this permit?

An Encroachment Permit assures that repairs and construction projects in the public right-of-way will be performed to meet City standards and insures the safety of the public during the process.

An Encroachment Permit is required any time someone encroaches in the public right-of-way, either for construction work on sidewalks, driveway approaches, underground utilities, or for temporary placement of scaffolding, dumpsters, storage bins or debris boxes.

How do I obtain this permit?

Encroachment permit applications may be obtained from the Public Works & Utilities Department located in City Hall at 11 English Street. Forms are also available on the City website at http://cityofpetaluma.net/pubworks/pdf/encroachment-permit-application.pdf. Once the application has been reviewed and approved by a Public Works Inspector, the permit can be issued.

What are the fees associated with this permit?

Please refer to the adopted Fee Schedule below for permits issued by the Public Works & Utilities Department. If an Encroachment Permit needed does not fit in a category below, permit fee is based on inspection hourly rate. A security bond may also be required for construction, sewer/lateral and sidewalk projects.

Description	City Fee
Encroachment – Sewer/Water Lateral	$ 718.31
Encroachment – Sewer Repair (Slip Line)	$ 406.57
Encroachment – Sewer Repair (Pipe Burst)	$ 562.44
Encroachment – Sewer Repair (on Property)	$ 249.61
Encroachment – Trenching (Street to Main, Partial)	$ 562.44
Encroachment – Sidewalk/Driveway Commercial/Ind	$ 718.31
Encroachment – Sidewalk/Driveway Residential	$ 562.44
Encroachment – Sidewalk – Minor Residential	$ 406.57
Encroachment – Sidewalk/Driveway/Monitoring Well	$ 328.09
Encroachment – Outdoor Furniture Fee	$ 249.61
Encroachment – Outdoor Furniture Renewal Fee	$ 172.22
Encroachment – Trees/Dumpsters/Scaffolding	$ 172.22

What do I do once I obtain this permit?

Once a permit has been issued, work or placement of dumpsters or other approved items may begin. Conditions and inspections noted on page two of the permit must be complied with and followed. Interim and final inspections are required for all construction projects. In most cases, Encroachment Permits are valid for a period of 30 days from date approved but may be extended upon review and approval with payment of additional fees.