

ENCROACHMENT PERMIT APPLICATION REQUIREMENTS:

A completed San Joaquin County Encroachment Permit application signed and dated. Application can be found on the Public Works website at: <https://www.sjgov.org/departement/pwk/permits>

- Application must include work schedule; dates and all pertinent information.
- A completed “Survey Monument Preservation Form”, which can be found on the Public Works website at: <https://www.sjgov.org/departement/pwk/permits>
- Four (4) sets of traffic control plans prepared in accordance with the latest edition of the California Manual on Uniform Traffic Control Devices (CA MUTCD). The CA MUTCD can be found online at: <https://dot.ca.gov/programs/safety-programs/camutcd>
- Four (4) sets of improvement plans (11” x 17”, if clearly legible, otherwise 24” x 36”) with the following information:
 - a. Site Plan (Vicinity Map)
 - b. Right-of-way lines, centerline, edge of pavement, curb, gutter and sidewalk and all existing utilities labeled and dimensioned.
 - c. Type of work and location clearly identified. Must include dimensions relative to the right-of-way, centerline, edge of pavement, etc.
 - d. Typical cross-sections.
 - e. Typical back-fill detail per the San Joaquin County Public Works Standard R-29 (use San Joaquin County Standard Specifications and Special Provisions as a guide located on the Public Works website).
 - f. Clearly depict and label City/County/State limit line near work area, where applicable.
 - g. North Arrow and Scale. 1”=20’ Scale min.

Note:

1. Complete submittals can be emailed to pwpermits@sjgov.org or mailed to the San Joaquin County Public Works office (attn.: encroachment permit counter)