

CITY OF FOSTER CITY

ENCROACHMENT PERMIT APPLICATION PROCEDURES

An Encroachment Permit is required for all construction work within City right-of-way. Please contact the Public Works Engineering at 650/286-3270 if you are unsure a permit is required for your project. The encroachment permit application can be obtained from the Public Works Engineering, located at 610 Foster City Boulevard, Foster City, CA 94404.

Temporary Placement of Debris Box/Container

- An encroachment permit is not required if the debris box is placed on private property, i.e. driveway.
- Complete the encroachment permit application. A non-refundable processing fee of \$31.20 is required.
- Include a sketch showing the debris box location in the City's right-of-way. Provide dimensions of the debris box.
- Permit approval takes approximately 2 working days.

Improvement Constructions – Sidewalk/Driveway/Lagoon Bulkhead Wall

- Complete the encroachment permit application. Permission to perform the proposed work is required from the property owner if applicant is not the property owner. The property owner's signature on the application is an acceptable form of permission.
- A non-refundable processing fee of \$62 is required.
- If a Contractor is hired to perform the work, insurance - minimum of \$1 million limit – is required, meeting requirements on the City approved Insurance Form. An Insurance Certificate and Performance Bond must be submitted with the permit application. The contractor's insurance company can submit the Insurance Certificate. The contractor's bonding company can complete the performance bond forms (in some cases, a check for the amount of the cost of work may be accepted in lieu of a bond). Insurance coverage and limits subject to review and revision based on the work performed.
- An inspection deposit in the amount of 3% of the project cost or a \$500.00 minimum is required. The cost of inspection services performed by the staff shall be reimbursed from the deposit account. The remainder will be refunded when the project is complete. For utility companies (PG&E, AT&T) total charge is logged and billed quarterly.
- Include a scale drawing of the project. Depending on the project, a registered engineer's stamp may be required.
- A traffic control plan is required if proposed work is on City street, sidewalk, or public right-of-way.
- Depending on the complexity of the project, the permit approval can take approximately 5 to 20 working days.