

ENCROACHMENT PERMIT APPLICATION INSTRUCTIONS FOR HOMEOWNERS AND CONTRACTORS

Public Works
701 Laurel St., Menlo Park, CA 94025
tel 650-330-6740



Instructions

Encroachment permits are required whenever a property owner or contractor needs to perform work in the public right of way.

No person shall perform any work, construct any facility, make any excavation or fill any excavation, store materials and/or vehicles in or upon any real property in which the City has an interest, whether by title, easement, right of way, license or otherwise, without first obtaining an encroachment permit to do so from the Director of Public Works. (Menlo Park Municipal Code Section 13.18.020)

Other activities requiring an encroachment permit include:

- Installation, replacement or repair of sanitary sewer laterals or water service connections
- Enlargement or replacement of driveway
- Replacement of sidewalk, curb or gutter
- Temporary storage of a debris box or moving container
- Potholing

Please allow 3 to 5 days to process the encroachment permit application. Be sure to submit all items listed below, or permit approval may be significantly delayed. Permits for storage of debris or moving boxes and for emergency work can typically be processed within one day.

To apply online

1. Register for an account at the City's [online permitting portal](#). A hardcopy with [general permit conditions](#) can be obtained online.
2. At the home screen under the Public Works tab, select create an application.
3. Review the terms and conditions before checking the consent box.
4. Under select a record type, expand the Public Works tab and select encroachment permit to start an application.

To view application status

1. Go to the online permitting portal.
2. Toward the end of the webpage under Public Works, click search application.
3. Under general search, find the record type section and select encroachment permit.

Required items

Please create a PDF attachment containing all items in the order shown below:

1. Fill out an [encroachment permit application](#).
2. Submit a site specific sketch of the work proposed. Include street name labels, pertinent dimensions, and locations of permanent facilities such as joint poles and trees. If the construction activity is related to a development project, include a copy of the plans in lieu of a sketch.
3. Submit a [traffic control plan](#). Include pedestrian and bicycle diversion, if applicable. For residential streets, a simplified traffic control plan may be applied. Contact staff for further information.
4. Submit the appropriate fees, per the City's [master fee schedule](#). Additional fees may be required pending review of the permit submittal package.
5. [Proof of insurance](#). The City of Menlo Park's officials, agents, employees, and contractors must be named as additional insured.
6. Contractors must have a Menlo Park [business license](#).
7. Contractors must have a State contractor's license to work in the public right of way. Class A and C8 are the most common.
8. Photographs of the construction area are helpful, but not required.
9. [City standard detail](#).
10. A copy of the permit from the West Bay Sanitary District shall be submitted to the city before an encroachment permit for work in the public right of way can be issued for a sewer lateral replacement.
11. Some projects will require a [truck route permit](#) to use local streets.
12. These items must be submitted in the online permitting portal. For questions, please contact encroachmentpermit@menlopark.org.