



ENCROACHMENT PERMIT APPLICATION
PUBLIC WORKS DEPARTMENT
ENGINEERING AND TRANSPORTATION DIVISION

City of Hayward
 777 "B" Street Hayward CA, 94541
 Phone: (510) 583-4200
 FAX: (510) 583-3649

ENCROACHMENT TYPE(S):

- | | | |
|--|--|--|
| <input type="checkbox"/> Sanitary Sewer Lateral | <input type="checkbox"/> Public Utility | <input type="checkbox"/> Sidewalk / Driveway |
| <input type="checkbox"/> Traffic Control (No Construction) | <input type="checkbox"/> Storage Container or Debris Box | <input type="checkbox"/> Sidewalk Closure |
| <input type="checkbox"/> Monitoring Well(s) | <input type="checkbox"/> Storm Drainage System | <input type="checkbox"/> Other: _____ |

PROJECT INFORMATION:

Work Site: _____ Location: _____

Anticipated Start Date of Construction: _____ Expected Date of Completion: _____

Contractor License Number: _____ Class: _____ Expiration Date: _____

City Business License Number: _____ Expiration Date: _____

Description of Work (attach additional sheets if necessary): _____

APPLICANT & CONTRACTOR INFORMATION:

Applicant Name(s): _____ Company Name: _____

Mailing Address: _____ City: _____ State: _____ ZIP: _____

Primary Phone: _____ Email: _____

Contractor (if different than Applicant): _____ Contact Name: _____

Mailing Address: _____ City: _____ State: _____ ZIP: _____

Primary Phone: _____ Email: _____

Invoices To Be Directed To: Applicant Contractor Other _____

CERTIFICATION STATEMENT:

- I/We acknowledge the filing of this application and certify that all the above information is true and accurate and that I/We have familiarized myself/ourselves with the relevant provisions of the Hayward Municipal Code.
- I/We do hereby agree to indemnify and hold harmless the City of Hayward, its officials, employees, agents and contractors from and against any and all liability for injury to or death of persons and/or for damage to property arising from any and all work applied for herein.

Applicant(s) Signature: _____ Date: _____

Contractor(s) Signature: _____ Date: _____

CITY STAFF USE ONLY:

PAYMENT VALIDATION

Application #	Reference #	Received By:
Cost Breakdown: \$327 (Issuance) +		=
Fixed Fee: \$	Deposit: \$	Date Received:



Encroachment Permit Application Requirements
Public Works Department
Engineering and Transportation Division

Submittal Requirements

For City staff to consider an encroachment permit application, the following information **SHALL** be submitted:

- Encroachment Permit Application.** Application shall be completed in its entirety. Completed application shall be original and wet-signed by applicant and/or contractor;
- Application Deposit or Fee.** Checks payable to City of Hayward. Refer to [Master Fee Schedule](#);
- Plans.** Plans shall accurately show and quantify the scope of work. Plans shall be legible and include reference to City standard details. City standard details may be found online at the following link: <https://www.hayward-ca.gov/documents/hayward-standard-details> ;
- Traffic Control Plans.** The applicant shall submit a traffic control plan showing configuration(s) of the traffic control measures to be deployed to maintain safety for both the public and contractor(s) consistent with current California Manual on Uniform Traffic Control Devices (CAMUTCD). Include detour plans if necessary.
- Certificate of Insurance.** Contractor must provide a certificate of insurance that includes the following minimum coverages and requirements:
 - \$1,000,000 Commercial General Liability Coverage
 - \$1,000,000 Automobile Liability Coverage
 - \$1,000,000 Workers' Compensation Coverage
 - Certificate shall state that "The City of Hayward, its officials, employees, agents, and contractors" are covered as additional insureds.
- Valid City of Hayward Business License.** Visit <https://www.hayward-ca.gov/services/city-services/apply-business-license> for more information on how to obtain and/or renew a City business license.
- Valid Contractor License.** Visit California Contractor State Licensing Board at following link to verify type of contractor license, current status: <https://www2.cslb.ca.gov/onlineservices/CheckLicenseII/checklicense.aspx>. See below for more information.

Licensing Requirements for Contractors working with the Public Right-of-Way

Type of Work	Contractor's License Classification					
	A	B	C-8	C-12	C-34	C-42
Concrete (PCC)	✓	✓	✓	✓	✓	✓
Pavement (Asphalt)	✓			✓	✓	✓
Storm Mains & Laterals					✓	
Sewer Mains and Laterals						✓

Note:

A homeowner may perform the necessary work to repair sidewalk damage as a result of tree roots without a contractor license, but they are not allowed to perform work on the curb and gutter.

On-site sanitary sewer work performed by a homeowner does not require a contractor's license. If on-site work is performed by a contractor hired by a homeowner, the contractor will need one of the following, either an A, B, C-34, C-36 Plumbing Contractor, or C-42 Sanitary Sewer System Contractor license.

A C-36 contractor can perform work on sanitary sewers within the City Right-of-Way as long as either an A, C-12, or C-34 contractor is hired to perform the related concrete and pavement work.