



Public Works Number: _____ - _____ / 3- _____
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Department of Public Works  
 Development Services  
 200 East Santa Clara Street  
 San Jose, California 95113  
 (408) 535-7802

**APPLICATION FOR PUBLIC WORKS ENCROACHMENT PERMIT**

Permittee	Phone Number	Fax Number
Street Address	City	State      Zip Code
E-mail Address:	City Business License Number (If Permittee is a business)	
Contractor	Phone Number	Fax Number
Street Address	City	State      Zip Code
State Contractor's License Number	City Business License number	

**Project Location / Site Address:** \_\_\_\_\_

**Major Intersection:** \_\_\_\_\_

- \* All of the following permits require insurance to be filed with the City's Risk Manager, please see the handout entitled "*Insurance Requirements*" for more information.
- \* All of the following permits require a security deposit to guarantee repair and/or replacement of public improvements damaged during work initiated under a permit issued by Development Services. Staff will calculate the amount of the security deposit necessary during the permit review phase.
- \* All of the following permits require the payment of cost recovery permit fees, please see the handout entitled "*Public Works Permit Fees*" for more information.
- \* All of the following permits require submittal of a plan showing the work proposed.

**REVOCABLE ENCROACHMENT PERMIT**

This permit is required whenever temporary use of public right-of-way is requested for private construction work. Typical examples of work include:

Water monitoring and extraction wells, Soil sampling borings and soil penetration tests, Potholing for utilities, Covered pedestrian walkways, Operating a crane, Installation of privately owned trenches

**PRIVATE UTILITY PERMIT**

In the past, utility companies performed all of their own trench construction. However, today utility companies sometimes allow private contractors to construct the trench and install the facilities with the utility company inspecting and accepting the work. This permit is for those situations.

Trench Lengths:

Arterial Street(s): \_\_\_\_\_ LF    Local Street(s): \_\_\_\_\_ LF    New Street(s): \_\_\_\_\_ LF

**SEWER LATERAL PERMIT**

Construction of connection to existing Sanitary Sewer or Storm Drain main. Construction of any additional public street improvements requires upgrade to 'Minor Improvement Permit' (see below).

Type of street:    Arterial    Local    (circle one)      No. of Traffic Lanes: \_\_\_\_\_