

## **EXCAVATION/ENCROACHMENT PERMIT REQUIREMENTS**

The Applicant/Utility must complete the following applicable requirements before the Public Works - Utilities Permit Section will issue an Excavation/ Encroachment Permit:

1. The Applicant/Utility must submit an application for an Excavation/Encroachment Permit.
2. The Applicant/Utility doing business with the City of San Jose for the first time must submit a copy of:
  - o Certificate of Public Convenience and Necessity (CPCN) issued by the California Public Utilities Commission (CPUC).
  - o CEQA documentation, CEQA determination, and the Notice to Proceed issued by the CPUC.
3. **Fiber and Special Projects:** The Applicant/Utility must submit a letter agreeing to reimburse the City of San Jose for all costs associated with the applicant's projects. The Utilities Section is a 100% cost-recovery service, and as such the permit applicant shall reimburse the City for all costs incurred in providing services to the applicant. These services include plan review and inspection services among others. This letter must include the billing address, phone number, and company's contact person.
4. **Major and Minor Projects:** The Applicant/Utility must pay the permit fee per schedule of fees and charges adopted by City Ordinance.
5. The Applicant/Utility must have a current General Liability insurance certificate (naming the City of San Jose, Its Officers, Officials, Agents and Volunteers as Additionally Insured under General, Auto, and Umbrella Liability Insurance) on file with the City's Finance Office.

City of San Jose Risk Management  
San Jose City Hall  
200 E. Santa Clara St., 4<sup>th</sup> Floor  
San Jose, CA 95113  
408/535-7060
6. The Applicant/Utility, including Consultant(s), Contractor(s) and subcontractor(s) that are associated with Applicant's permit project must have a current City of San Jose Business License. Please refer to the tax schedule of local and out-of-town businesses.

Finance Business License office  
San Jose City Hall  
200 E. Santa Clara St., 13<sup>th</sup> Floor  
San Jose, CA 95113  
408/535-7000

Applicant may check your company's status on the Internet at the City of San Jose Finance webpage available at: <http://www.csjfinance.org/>
7. The Applicant/Utility must submit a letter approving all Consultant(s) and Contractor(s) doing work for Applicant's/Utility's permit project.
8. The Applicant/Utility must submit composite plans showing proposed facilities with respect to existing street infrastructure, including existing utilities, curb, gutter, sidewalk, and street right-of-way/property lines.

## **Excavation/Encroachment Permit Requirements**

Page 2 of 2

9. The Applicant/Utility must submit a construction cost estimate for the Applicant's/Utility's permit project. (This information is needed by Risk Management to establish insurance requirements).
  
10. If the Applicant's/Utility's permit project includes the installation of above ground cabinet(s), the Applicant/Utility must send written notification (via. registered mail) to all property owner(s) fronting and rearing the cabinet(s) as required by the Utility Permit Section, allowing a 10 day response time from the resident(s). The Applicant/ Utility must submit a copy of the notification letter(s) to the Utility Permit Section.
  
11. Any other requirement(s) established by the Utility Permit Section.

If you have further questions, you may contact San Jose Public Works-Utilities Section office at 408/975-7455.

Michael Liw  
Division Manager  
Development Services Division