



**Public Works
Engineering**

Please submit entire
package to:

Vincent Chen
Engineering Division
1947 Center St 4th Floor
Berkeley, CA 94704

There is a two week
posting period for
both Minor and Major
Encroachment Permit
Applications. During
this posting period,
the public has the
opportunity to submit
questions, comments,
and objections to the
proposed encroachment.
If approved, the
city will release the
encroachment permit
to the applicant after
the final fee is paid.
The applicant must
record the permit at
the Alameda County
Recorder's Office and
supply the city with a
recorded copy.

If the encroachment is
for a new structure in
the public right-of-way,
an engineering permit
must be obtained from
the Permit Service
Center. The permit
fee is approximately a
few hundred dollars,
depending on the scope
of work.

Engineering

1947 Center St. 4th floor
Berkeley, CA 94704
510-981-6409 TTY 6903

Permits@berkeleyca.gov

ENCROACHMENT PERMIT APPLICATION

PROJECT INFORMATION

Permit #:

Address:

OWNER INFORMATION

Name:

Phone:

Address:

City/ST/Zip:

Email:

PROJECT DESCRIPTION

Briefly describe the nature of your project and reasons for encroachment.

BMC SECTION 16.18.080 APPROVAL CRITERIA

No encroachment shall be approved unless it is determined that the subject encroachment conforms with the following standards. Describe how the proposed encroachment meets the seven approval criteria below.

1. The applicant will be substantially damaged by the refusal to grant the permit as requested.

2. No other reasonable method of obtaining the desired results is available except as proposed by the applicant.

3. The granting of the permit will not be materially detrimental to the public interest, safety, health and welfare or injurious to the other property.

4. The applicant has complied with the City of Berkeley's public works specifications.

5. No major or minor encroachment into a sidewalk may be granted unless a minimum clear space of six feet remains open for public use in the sidewalk area. For the purposes of determining the clear space, poles, parking meters, fire hydrants, regulatory signs, and other such objects (street hardware) may not be considered as part of the minimum horizontal clear space reserved for public use. Except for subsurface encroachments of tiebacks and soil nails, in no event may a minor encroachment extend farther than two feet from the property line into the public right-of-way.

6. All encroachments, except for structures below the walkway such as basement vaults and sidewalk elevators, shall have a minimum height of twelve inches and no portion shall project beyond the base projection of the encroachment unless at a height of eight feet or more above the sidewalk.

7. There should be a clear color differentiation between the sidewalk paving and objects placed or installed in the sidewalk area.

Owner Name

Signature

Date