



# Encroachment Permit Application Requirements

## Public Works Department

### Engineering and Transportation Division

An Encroachment Permit is required to perform work within the Hayward public right-of-way (PROW) including but not limited to public streets and sidewalks. **Minor** Encroachments are of limited scope or duration. **Major** Encroachments are required for work zones exceeding 500 linear feet or more than 2 weeks duration.

#### How to Obtain a Permit:

- Contact the Development Services Engineer:** Email [claudia.moran-garcia@hayward-ca.gov](mailto:claudia.moran-garcia@hayward-ca.gov) or call (510) 583-4212 to determine the requirements and submittal materials. Please include the project address(es) and a detailed description of your project.
- Register for an e-Permit Portal account:** You must be a registered user of [Hayward e-Permits](#) before you can submit your application. Learn more about how to register on our [e-Permit Portal Help page](#).
- Apply for your Plan Type:** Using the e-Permit Portal, apply for your Plan (either Minor or Major Encroachment Permit) by completing the online application and attaching the required submittal materials.

#### Required Submittals:

- 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: <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/CheckLicense/checklicense.aspx>. See below for licensing requirements for contractors working in the PROW.

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						✓

#### Notes:

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.

**Fees:** (Refer to [Master Fee Schedule](#))

- Major Encroachment.** Initial Application Deposit by check only payable to City of Hayward.
- Minor Encroachment.** Fee is based on the scope of work and will be confirmed during permit review. Checks payable to City of Hayward OR pay by credit card online via [Hayward e-Permits](#).

#### Project Review:

Applicants will be notified by email or can log in to the e-Permit Portal for updates on their application. Encroachment Permits typically take five to ten business days to process. Encroachment Permits requiring traffic control require fifteen business days for initial review.