



CITY OF BURLINGAME

PUBLIC WORKS DEPARTMENT
ENGINEERING DIVISION

501 Primrose Road
Burlingame, CA 94010-3997
Email: dpw@burlingame.org
Phone: (650) 558-7230
Fax: (650) 685-9310

ENCROACHMENT PERMIT PROCEDURES

1. Anyone working in the City right-of-way, such as street, sidewalk area, public easements, and utility easements, is required to obtain an Encroachment Permit prior to starting work. Typical examples of the type of work requiring an encroachment permit includes, but is not limited to:
 - Sidewalk, driveway approach, curb and gutter repair or replacement
 - Curb drain installation or replacement
 - Sewer test, sewer lateral replacement and/or connection to City's sewer main
 - Remove and replace utilities related to Building Permit for new residence or construction
 - Trenching, excavation, or openings in City right-of-way
 - Water or fire service installation or replacement
 - Traffic control and/or pedestrian protection
 - Underground utility and overhead utility work in the City right-of-way
 - Block party (Residential)
 - Placing scaffolding in the City right-of-way
 - Debris box(es) or storage unit(s) in City right-of-way (stockpiling strictly prohibited)
2. An encroachment permit can be obtained by going to www.burlingame.org and submitting the encroachment permit via email at dpw@burlingame.org.
3. See Conditions for Issuance of Encroachment Permit for minimum requirements and submittals, such as diagrams of proposed work, commercial general liability (or comprehensive) and property damage insurance indicating the City of Burlingame as additional insured, and/or approved Building Permit plans, at the time of application. Issuance of an encroachment permit is subject to the completeness of required documents and review and approval by City Engineer.
4. Once the encroachment permit is approved and issued, the permittee must notify the Public Works Inspector **forty-eight (48)** hours prior to the initial start of work by emailing dpw@burlingame.org. Public Works inspection hours are from **10:00am to 3:00pm**. Public Works sewer and water inspection hours are from **8:00am to 3:00pm**. Depending on the type of work, more than one Public Works Inspectors may be involved.
5. Encroachment permit fees are non-refundable. If work was canceled and/or proposed work never began, refund of encroachment permit requires approval from Public Works Inspector and City Engineer.
6. Encroachment permit refundable bond(s) are not refunded until Public Works Engineering Inspector, email dpw@burlingame.org, has reviewed the work and signed off on the permit as being complete. All approved refunds of refundable bond(s), whether payment was by check, cash, or credit card, will be made by check to the name and address listed under "REFUND BOND TO:" of the encroachment permit. Refunds generally take 30 days after work is completed and final inspection has been approved.
7. See Special Encroachment Application for construction of permanent and non-permanent fixtures within the City's right-of-way. Permanent fixtures include, but not limited to fences, retaining walls, columns, gates, walkway steps, landscaping structures, mailboxes, or other unmovable fixtures. Non-permanent fixtures include, but not limited to tables, chairs, flower pots, planters, and other movable fixtures.

If you have any questions or require additional information regarding the Encroachment Permit process, please contact the Engineering Division at dpw@burlingame.org.



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CONDITIONS FOR ISSUANCE ENCROACHMENT PERMIT

General Conditions

1. Construction hours are restricted to weekdays and non-City Holidays between 8:00AM and 5:00PM;
2. A current City of Burlingame business license unless owner-builder is the applicant;
3. Commercial or general liability (or comprehensive) and property damage insurance indicating the “City of Burlingame, its officers, employees and agents are named as additional insured” (see attachment). If duration of the work exceeds insurance policy expiration date, applicant must renew encroachment permit prior to expiration date;
4. It is the responsibility of the permittee and/or contractor to notify Underground Service Alert (USA) at least 48 hours before any work for utility location and identification prior to the start of proposed work.
5. All construction work shall conform to the City of Burlingame Municipal Codes and City Standard Details and Specifications.
6. All construction work shall be done in accordance with the most current APWA-AGC Standard Specifications for Public Works Construction, the California Stormwater Quality Association’s Stormwater Best Management Practice Handbook, and the City of Burlingame Stormwater Management and Discharge Control Ordinance (Municipal Code Chapter 15.14). A copy of the Stormwater Construction Best Management Practices can be found at <http://www.flowstobay.org/brochures>. Upon completion of the work, all stormwater protection measures shall be entirely removed and the right-of-way shall be left in as presentable a condition as existed before work started.
7. Replacement or construction of new above ground utility or structure within City’s right-of-way is prohibited unless otherwise approved by City Engineer. Unapproved encroachment shall be removed and/or relocated at the sole expense of the permittee. Such removal and/or relocations shall be under the same terms and conditions as the initial installation allowed, pursuant to the permit;
8. Traffic control and/or pedestrian access plans are required for all work affecting sidewalk and traffic. Permittee shall obtain approval from City Engineer prior to any traffic detour, travel lane closure, sidewalk detour, sidewalk closure or encroachment including parking stalls, bike lanes, and shoulders. Permittee shall submit traffic control and/or pedestrian access plans to City for review. Plans shall show, at minimum the following:
 - A minimum sidewalk width of five (5) feet and bike path width of four (4) feet shall be maintained at all times for safe passage through the work area, where applicable. At no time shall pedestrians be diverted onto a portion of the street used for vehicular traffic.
 - At locations where adjacent alternate walkways cannot be provided, appropriate signs and barricades shall be installed at the limits of construction and in advance of the closure at the nearest crosswalk or intersection to divert pedestrians across the street.
 - Warning signs, lights and safety devices and other measures required for the public safety, shall conform to the requirements of the California Manual on Uniform Traffic Control Devices.
 - Traffic control for lane closures shall be in conformance with Caltrans Standard Plans for Traffic Control Systems.
9. Hauling routes must be submitted in writing and approved by the City, prior to the commencement of work.
10. Trees and shrubs within the City easements, right-of-way, and on private property adjacent to the work shall be protected from damages during construction. Contact and consult with the City’s Parks Department prior to cutting tree roots over 2-inches in diameter at (650) 558-7330.
11. Excavations over five (5) feet in depth shall conform to Occupational Safety & Health Administration (OSHA) requirements and regulations.
12. Refund of the encroachment permit bond is subject to an inspection of the construction site at the end of the project. The construction site must be clear of all construction debris and in presentable condition as existed prior to the beginning of work. Permittee must remove all utility markings associated with the project;
13. Any public and/or private improvements damaged by the construction activities must be repaired or replaced in-kind to the satisfaction of the improvement owner and City; if applicable, at Permittee’s expense;



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14. No storage of construction materials or equipment shall be placed in the public right-of-way.

ADDITIONAL PROJECT SPECIFIC CONDITIONS

Remove And Replace Utilities Related To Building Permit For New Construction

1. Building Permit plans must be approved by Public Works Engineering prior to issuance of this “Remove and Replace Utility Encroachment Permit”;
2. Provide a copy of the approved plans;
3. Provide drawing of, if not shown in approved plans, additional work in the public right-of-way such as PG&E trenching or sidewalk closure;
4. Permittee shall coordinate a meeting with the City Public Works Engineering Inspector at the initiation of the site work. The purpose to discuss and clearly understand the following:
 - a. Plan of work within City’s right of way, including, but not limited to, hours of work, deliveries, traffic control and/or pedestrian access within public right of way, sidewalk issues, parking, storage, loading of materials, repair of damaged public facilities such as sidewalk, road pavement, etc., and coordination with City projects within the vicinity.
 - b. Contact names and numbers of responsible personnel.
5. See below for additional conditions, requirements, and information specific to type of work to be performed.

Sidewalk, Driveway Approach, Curb & Gutter

1. Provide a diagram showing dimensions and square footage of area to be removed and replaced. Diagram must also show pedestrian access for sidewalk closure related to removal and replacement;
2. Sidewalk removal/replacement shall be between deep groove cold joints and the full width of the sidewalk;
3. Widening and/or relocation of driveway approach requires approval by City Engineer and shall conform with *Burlingame Municipal Code Chapter 12.04 Construction and Repair of Sidewalk, Curbs and Driveways*;
4. All proposed work shall be in conformance with *City Standard Detail SW-1, total 3 sheets*;
5. Pre-pour and final inspection is required by Public Works Sidewalk Inspector at dpw@burlingame.org. See **Encroachment Permit Guidelines for Inspections**.

Water Service Connection

1. Request for new water service connection, upgrade to water service and/or water meter size shall be made through the Water Billing/Finance Department. Please call (650) 558-7210;
2. See **Sidewalk, Driveway Approach, Curb & Gutter** for removal and replacement of sidewalk submittal and requirements when sidewalk is affected;
3. See **Encroachment Permit Guidelines for Inspections**.

Fire System Connection

1. Plans for Underground Fire System (UFS) must be approved prior to issuance of this Encroachment Permit;
2. Provide a copy of the approved plans;
3. Provide a site specific Traffic Control and/or Sidewalk Closure/Pedestrian Protection plan. See **Traffic Control and Sidewalk Closure / Pedestrian Protection** for details ;
4. Diagram of sidewalk removal and replacement. See **Sidewalk, Driveway Approach, Curb & Gutter**;
5. All above ground assemblies shall be behind property line. Contact Public Works Engineering for dimensions to property line from face of curb, dpw@burlingame.org;
6. All work shall conform with approved UFS plans, City Standard Details, as well as, Water Division Specifications and Standard Drawings and Water Division Utility Construction Plan Notes;
7. See **Encroachment Permit Guidelines for Inspections**.



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Sewer Lateral Test

1. Sewer lateral test requirements shall conform with *Burlingame Municipal Code 15.12.110* and *City Standard Detail SS-2, total 4 sheets*;
2. Existing sewer lateral test certificates can be found at: <http://www2.burlingame.org/swrmaster/>

Sewer Lateral Replacement

1. See **Sidewalk, Driveway Approach, Curb & Gutter** for removal and replacement of sidewalk submittal and requirements when sidewalk is affected;
2. Sewer lateral replacement may require inspection by both Public Works Sewer Inspector at (650) 558-7674 and Public Works Inspector at dpw@burlingame.org. See **Encroachment Permit Guidelines for Inspections**.
3. All proposed work shall be in conformance with *City Standard Detail SS-1, total 6 sheet*;
4. All trench work shall conform with *City Standard Detail SS-1*;
5. Contact Buildings Department for building permit and inspection requirements.

Curb Drain

1. Provide a diagram or approved plans of proposed work including dimensions and location;
2. See **Sidewalk, Driveway Approach, Curb & Gutter** for removal and replacement of sidewalk submittal and requirements;
3. See **Encroachment Permit Guidelines for Inspections**.

Traffic Control And Sidewalk Closure / Pedestrian Protection

1. Traffic control and/or pedestrian access plan are required for sidewalk and traffic detour/closure and must be approved prior to construction;
2. Traffic control plan shall conform to the latest Caltrans Standard and Specifications for Traffic Control. Warning signs, lights and safety devices and other measures required for the public safety, shall conform to the requirements of the latest California Manual on Uniform Traffic Control Devices.
3. A site specific diagram showing proposed traffic control and pedestrian protection. Diagram shall include dimensions, street name(s), address(es), existing conditions nearest adjacent driveways and crosswalks to work area, and parking spaces and driveways affected;
4. Plans must be submitted for review at least 72-hours in advance;

Debris Box(es) or Storage Unit(s)/Parking Permit (Restrictions Apply)

1. Debris box(es) shall have a lid or plastic cover that prevents water from entering the unit during the rainy season from October 15th to April 15th ;
2. Provide a diagram showing where the box(es) or unit(s) will be placed in relation to the project site and street/intersection;
3. Parking permit for storage containers, portable storage units, or PODS is limited to three (3) days at a time;
4. Parking permit is issued at two (2) week intervals at a time. Extension of parking permit requires approval by the City Engineer;
5. Additional information, requirements, and restrictions may apply at the time of application.

Hauling Permit And Single Trip Transportation

1. Proposed work shall conform with *Burlingame Municipal Code Chapter 13.60 Truck Traffic*;
2. Contact Public Works Transportation Engineer for copy of application form at dpw@burlingame.org;

Block Party

1. See **Block Party Rules and Regulations** and **Block Party Permit Application** located at https://www.burlingame.org/departments/public_works/permits_applications_and_fees.php.



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CITY OF BURLINGAME PUBLIC WORKS DEPARTMENT APPLICANT WAIVER OF REVIEW TIMELINES

I understand that the City of Burlingame’s Public Works Department is operating under a City-Wide State of Emergency due to the COVID-19 pandemic. I further understand that this pandemic has forced most City employees to work from home, and has disrupted government operations not only at the local level, but throughout all of California.

I understand that during this State of Emergency, City Staff will not be able to meet regular plan review and permitting timelines and time limits for encroachment permits, map applications, including, but not limited to, provisions contained in the California Permit Streamlining Act, the California Environmental Quality Act, the California Subdivision Map Act, and regulations in the City of Burlingame Municipal Code, establishing review deadlines.

Knowing this, I still ask that the City accept my application at this time. I acknowledge and agree that by submitting my application during a State of Emergency, I waive any right I may have against the City of Burlingame for not meeting any local, state or federal regulation regarding time limits, including, but not limited to, each of those listed in the paragraph above. I further acknowledge and agree that my application will not be “deemed approved” under California Government Code § 65956(b), or any other law requiring automatic approval by a government agency after a designated period of time, during the local State of Emergency, or within the three months following its expiration.

I Hereby Waive Any Claim Against the City of Burlingame for Failing to Meet Review Timelines

Applicant’s signature: _____ Date: _____

Property Address: _____