

**ENCROACHMENT PERMIT
APPLICATION PROCEDURES**

SUBMITTAL:

1. **Plans:** Electronic Copy showing proposed improvement within the public right-of-way.
2. **Turn Around Time:** “Turn Around” time will depend upon the magnitude of the proposed improvement, and the completeness of the application. **Please allow up to 10 business days for review and issuance.**

REVIEW & APPROVAL:

1. The following must be received prior to reviewing the permit application.
 - A. **Cost Estimate:** Owner and/or Contractor shall provide a cost estimate for all proposed work within the Public Right-of-Way.
 - B. **U.S.A. Locate Inquiry Number:** Contractor are required to reaching out to U.S.A. Locate by calling 811 or 1-800-642-2444 to obtain a ticket number before issuance of the permit. The permit shall become valid no earlier than two (2) days after calling.
 - C. **Liability Insurance & Endorsement:** Applicant must provide two (2) items:
 - (1) A certificate of Liability Insurance.
 - (2) An Endorsement for which names the “City of Morgan Hill, its’ elected officials, officers, employees, agents, volunteers and representatives” as “Additionally Insured”. The general liability coverage of the policy must be for the minimum amount of One Million Dollars (\$1,000,000.00).
 - D. **Contractor:** Applicant must provide the name, phone number, license type and license number of the contractor and all sub-contractors. Contractor must have a current Class “A” contractor’s license in order to perform work within the public right-of-way. A class C-8 license is acceptable for jobs consisting only of concrete curbs, gutters, sidewalks and driveway approaches. In addition, Contractors must have a current City of Morgan Hill business license ([Business Licenses | City of Morgan Hill, CA - Official Website](#)) unless excluded by the Deputy Director for Engineering.
 - E. **Traffic Control:** If the proposed work impedes vehicular traffic and/or pedestrian traffic, the contractor and/or subcontractor(s) shall submit a traffic control plan for review and approval prior to any change in traffic flow. Note: An Engineered Traffic Control Plan is required for arterial streets and is prepared by a Licensed Traffic Engineer (TE).
 - F. **City Standards:** All work shall conform to the latest edition of the City of Morgan Hill Standards Details for Construction ([Standard Details for Construction | City of Morgan Hill, CA - Official Website](#)). All deviations and/or revisions must be submitted in writing for Deputy Director for Engineering approval at engineeringtechs@morganhill.ca.gov.
 - G. **Bonds:** All public improvements work in excess of \$50,000.00 will require a 100% Performance Bond, 100% Labor & Material Bond, and a 50% Warranty Bond.
 - H. **Permit/Engineering & Inspection Fees:** The permit fee is \$784.35, which includes a 5% GIS technician fee. *Res.6503 1/18/12 (updated 7/16/25). A service fee of 2.7% of the payment amount will be assessed on all credit card payments.*
 - I. **Inspection:** Contractor must request an inspection forty-eight (48) hours prior to the start of work and subsequent inspections. To schedule an inspection contact the Inspection Division at (408) 776-7333 ([Inspections & Permits | City of Morgan Hill, CA - Official Website](#)).



ENCROACHMENT PERMIT APPLICATION

JOB/PROJECT INFORMATION: Location of work- Address (APN or Tract#/Lot#)

Nearest Cross Street: _____ Building Permit #: _____

Description of work to be performed within the right-of-way: _____

Estimated start & completion date: _____ & _____ Cal OSHA Permit#: _____

Applicable City Std. Details: _____ USA#: _____

OWNER INFORMATION: Owner's Representative: _____

Company Name: _____

Address: _____ City/State: _____

Phone: _____ Email: _____

CONTRACTOR INFORMATION: Owner/Company Name: _____

Contractor's License# and Type (A, C-#): _____

Address: _____ City/State: _____

Phone: _____ Email: _____

City Business License#: _____

Company Rep./Foreman: _____

SUBCONTRACTORS LIST: (Company Name, Contractors' License # & Type): _____

I understand that the City's acceptance of this encroachment permit application does not constitute approval by the City. Furthermore, I understand that any person who does or causes to be done any improvement or encroachment work of any kind within the City's right-of-way without first having obtained a permit therefore, is in violation of Municipal Code Section 12.08.040 and therefore deemed guilty of a misdemeanor and upon conviction thereof shall be subject to a fine of not more than \$1,000.00 or by imprisonment in the county jail for not more than six months, or by both fine and imprisonment, per Municipal Code Section 12.08.150.

Application Signature

Print Name

Date