

Required Basic Submittals and Fees for Encroachment Permits

A. Minor Encroachment Permit (approval by Manager of Engineering)

1. Encroachment Permit Application stating the reason for the encroachment and background information on the project. The application should also address, point by point for each separate encroachment item, the 7 approval criteria per BMC 16.18.080.
2. Four (4) copies of a site plan (8.5 x 11 size) showing proposed location of encroachment and its relationship to the property line, sidewalk and curb. Also show width of existing sidewalk, planting strip, and the area between the sidewalk and curb.
3. Four (4) copies of elevation and cross section views (8.5 x 11 size) of the encroaching element showing the property line, sidewalk, curb, and height of the encroaching element.
4. Copy of a current Title Report (a Preliminary Title Report is also acceptable) for the property included in the encroachment proposal. The report should be issued by a title insurance and guarantee firm within six (6) months of the encroachment application date.
5. Fees (check payable to City of Berkeley):
 - a. An application fee of \$454
 - b. A final fee of \$1,228, payable if/when permit is approved

B. Major Encroachment Permit (approval by City Council)

1. Same as A. above except fees are:
 - a. An application fee of \$454
 - b. A final fee of \$1,774, payable if permit is approved

Notes:

Please submit the entire package to:

Vincent Chen
Engineering Division
1947 Center Street, 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, objections to the proposed encroachment.

After final fee is paid, the city will release the encroachment permit to the applicant. 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.