



COUNTY OF SAN LUIS OBISPO
Public Works
Development Services

ONLINE ENCROACHMENT PERMIT CHECKLIST

☐ HOMEOWNER INFORMATION

- Name of owner (s).
- Address and project address (if different).
- Phone number and email contact.

☐ CONTRACTOR INFORMATION

- Company Name/Contractor Name.
- Mailing address of business.
- Contact info: Cell phone; office phone; Email address.
- Contractors State License Number.

☐ SUBMIT ONLINE ENCROACHMENT PERMIT APPLICATION

- Complete online application at <https://slocountypwd.org/CitizenConnect>

☐ SUBMIT ALL APPLICABLE DOCUMENTS IN ASSOCIATION WITH THE ONLINE APPLICATION

- This may include traffic control plans (TCP), engineered drawings, sketches, etc. Please note for all UT permit requests, TCP and engineered drawings must be submitted prior to any review.

☐ SCHEDULE PRE-CONSTRUCTION MEETING WITH INSPECTOR

- Prior to commencing any work, a pre-construction meeting (either onsite or over the phone) is required, if that has not already taken place prior to the permits issuance. This meeting will typically take place at the project site with the Public Works encroachment inspector and the contractor. We ask that the applicant submit three dates and times via email to pw.permits@co.slo.ca.us in order to schedule the pre-con meeting.
- **Note:** typical encroachment permits may have 2 to 3 associated site visits (a **pre-con meeting**, a **milestone inspection**, and a **Final inspection**). Inspections vary based on job scope and final inspections typically do not require the contractor or property owner to be present.

☐ PAYMENT OF ENCROACHMENT PERMIT FEES

- Payments can be made online using the Citizens Connect Payment Portal <https://slocountypwd.org/CitizenConnect> You must create an account under 'register' and then login prior to making any payments: **Please note payments cannot be made in advance of the Encroachment permits issuance. You will be contacted with payment instructions via email once the review has been completed.**

☐ SET UP FINAL CONSTRUCTION MEETING WITH INSPECTOR TO SIGN OFF ISSUED PERMIT

- Once the project has been completed email our office at pw.permits@co.slo.ca.us so the final inspection can be scheduled accordingly.
- Once all the conditions of the permit have been met and signed off by the inspector, a Final will be given. At this point the permit will be signed off (along with any Public Work conditions associated with a building permit if applicable).

Created as a guide to help applicants with permit submittals. Additional information may be required prior to any permit approval (rev 6.16.25).