



HOMEOWNER INFORMATION

- Name
- Address of project
- Names of persons authorized to sign for permits
- Phone number and email contacts

CONTRACTOR INFORMATION

- Company Name/Contractor Name
- Mailing address of business
- Names of persons authorized to sign for permits
- Phone number of business; Cell phone numbers; Fax and Email
- Contractors State License Number

COMPLETE AND SIGN ENCROACHMENT PERMIT APPLICATION

- Application located on county website [encroachment permit application](#)
- Return application to pw.permits@co.slo.ca.us

RECEIVE PENDING PERMIT VIA EMAIL OR FAX

- Signatures are required on the 'pending permit' of the property owner and the contractor before an 'issued permit' will be sent via email. Return the pending permit with signatures along with any other required documentation to pw.permits@co.slo.ca.us

SET UP PRE-CONSTRUCTION MEETING WITH INSPECTOR

- Prior to commencing any work, even after the permit is issued, an on-site pre-construction meeting is required, if that has not already taken place. This meeting will take place at the project site with our inspector and the contractor, property owner or authorized agent. We ask that the applicant submit three dates and times to schedule the pre-con with our Inspector. If possible, we will try to select one of those dates and times requested by the client.
- *Note: typical encroachment process will have 3 meetings with our inspector (a pre-con meeting, a mid-point meeting, and a Final meeting). *The midpoint meeting/inspection does not always require the property owner or contractor to be onsite during this step)*

PAYMENT OF ENCROACHMENT PERMIT FEES

- Call 805-781-5252 and ask for the cashier. When making payment via credit card please reference the following: *Issued encroachment permit number, project location and fee amount for permit and bond that are being paid.*

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

- When the project is completed call (805) 781-5252 or email for a final inspection at pw.permits@co.slo.ca.us
- 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 and a request to relish the bond can take place by contacting pw.permits@co.slo.ca.us

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