# **ONLINE ENC PERMIT APPLICATION INSTRUCTIONS**

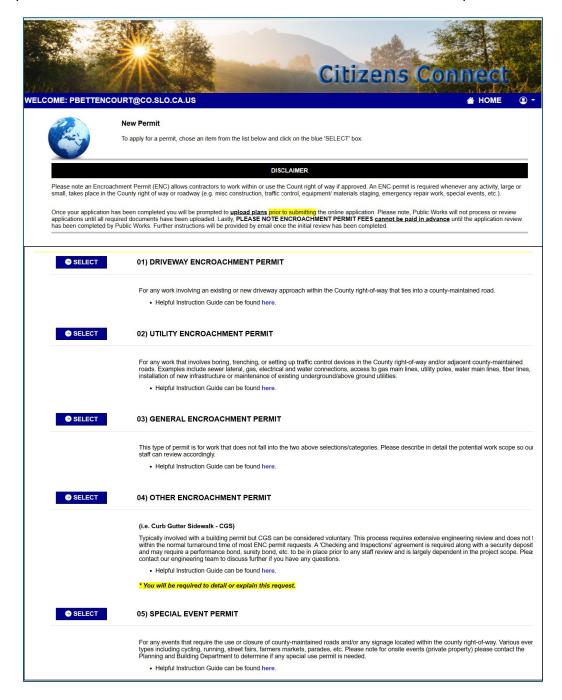
Link to portal https://slocounty-ca.permittrax.com/Citizen/Home

\*Please note you must sign in/ register (which only takes a few moments)...

Once you have created an account and logged in, select CLICK TO APPLY ONLINE:



This will take you to the list of ENC Permits to choose from which includes an important disclaimer.:



Once you have selected the correct Encroachment Permit type, there are **8 to 9 steps, dependent on permit type**, to complete the online application and upload your supporting documentation.

**STEP 1 OF 9** (Contractor Information)

\*Important: if a contractor has yet to be selected, please type NA in all 'required' fields to move forward in the process (i.e. step 2).

N WITH AN EXIS	TING ENTERED CONTACT:		~			
LICENSE #:	required	EXPIRES: required	iii			
BUSINESS:						
FIRST NAME:	required	MIDDLE:	L	AST: required		
ADDRESS:	required					
ADDRESS:						
CITY:	required	STATE:	Required	✓ ZIP:	required	
PHONE:	required	ALT PHONE:		FAX #		
E-MAIL:						

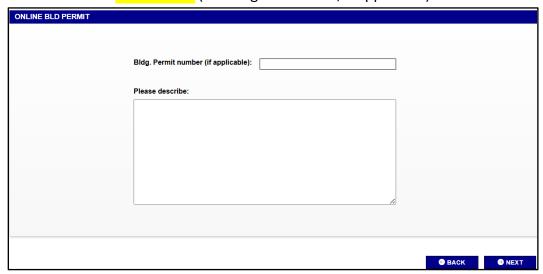
STEP 2 OF 9 (Owner Information)

FIRST NAME	required	MIDDLE:	LAST: required	
ADDRESS			required	
ADDRESS				
CITY	required	STATE: Required	✓ ZIP: required	
PHONE	required	ALT PHONE:	FAX #:	
E-MAIL				

**STEP 3 OF 9** (General Information)

ONLINE GENERAL INFO		
Expected Start Date:	Expected Completion Date:	
Project Address:		
Community:	Road Number:	
Coordinates:	X - Location description or cross street:	
	Y - APN:	
Company Job #:	Associated bldg. permit #:	
Work description:		
	● BACK	NEXT

# STEP 4 OF 9 (Building Permit info, if applicable)



### STEP 5 OF 9 (Terms & Conditions/ Agreement Clause)

### ONLINE PERMIT TERMS AND CONDITIONS

I hereby acknowledge I am the property owner or licensed contractor of the property owner. I agree to comply with city, county, and state laws regulating construction and in doing the work authorized no person will be employed in violation of the labor code of the State of California.

I understand that this application is not a permit until approved by the County Officials, fees are paid in full, and receipt of an issued permit is acknowledged on the face of the permit.

### AGREEMENT CLAUSE **Agreement Clause** The permittee agrees and accepts that the work will be conducted in accordance with the Encroachment Permit Conditions, the County of San Luis Obispo Public Improvement Standards, the Streets and Highways Code, State Vehicle Code, County Code, and these attached Provisions. • The permittee agrees and accepts that any work within the right of way of a county-maintained road shall be performed by an appropriately licensed and bonded contractor and shall provide traffic control per the latest California Manual of Uniform Traffic Control Devices. • The permittee shall defend, indemnify, and save harmless the County of San Luis Obispo, its officers, agents and employees from any and all claims, demands, damages, costs, expenses, or liability that relate in any way to this permit, including, but not limited to, any act or omission on the part of the permittee, or of agents, employees, or independent contractors directly responsible to the permittee; including, but not limited to, any defects, flaws or errors in the design or performance of any work under this permit, providing further that the foregoing shall apply to any acts, or omissions to act, committed jointly or concurrently by the permittee, the permittee's agents, employees or independent contractors, and the County, its agents, employees or independent contractors. Nothing contained in the foregoing indemnity provisions shall be construed to require the permittee to indemnify the County against any responsibility or liability in contravention of Section 2782 of the Civil Code.] Applicant Name: Date: 03/06/2025 \* Please note that an application submittal does not guarantee the issuance of an ENC Permit. Applications may be denied. **BACK** NEXT

# **STEP 6 OF 9** (Requirements/Conditions)

#### REQUIREMENTS

- 1. <u>Inspections / Site Meetings</u> required site inspections (Preconstruction meeting, Milestone inspection or Final inspection) must be scheduled 48 hours in advance by the contractor or applicant. To schedule a meeting or site inspection please email pw.permits@co.slo.ca.us so it can be scheduled accordingly.
- 2. Preconstruction meetings (precon) are required for all Encroachment permits. Some can be done over the phone, while others will require an onsite precon meeting to be scheduled.
- 3. Traffic control plans (TCP) are typically required for most, if not all, ENC permit requests. Utility work or Special Events require a TCP to be submitted with the online application. Any work that requires shoulder, lane or road closures must submit some type of a TCP. All TCP's will be reviewed by our engineering staff prior to any permit issuance. Please note additional supporting documentation may be requested during this review.
- **4.** Engineered plans or legible / detailed sketches are required for most permit requests and must be submitted with the online permit application for review by our engineers / permit writer prior to any issuance.
- 5. Payment and scheduling of preconstruction meeting required prior to permit issuance.

PERMITEE IS RESPONSIBLE FOR READING AND ADHERING TO ALL CONDITIONS AND PROVISIONS OF THE ENCROACHMENT PERMIT. PERMITEE SHALL CONTACT THE ENCROACHMENT PERMIT UNIT VIA E-MAIL AT PW.PERMITS@CO.SLO.CA.US OR CALL (805) 781-5252 AT LEAST FOURTY-EIGHT (48) HOURS IN ADVANCE TO SCHEDULE INSPECTIONS AND PRIOR TO COMMENCING OF THE WORK FOR FINAL INSPECTION.



△ AGREE

### STEP 7 OF 9 (Confirmation)

#### APPLICATION CONFIRMATION

Once confirmed, your application will be submitted to the County of San Luis Obispo Public Works for review.

Please do not make payment until you receive a confirmation email from Public Works - Development Services detailing the next steps prior to any permit issuance

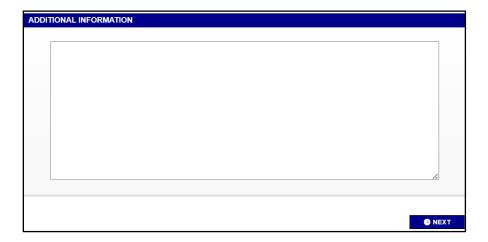
Once this application has been submitted to the County, you can expect an email confirmation within 24 - 48 hrs. Public Works will review your application and if any additional information is needed, you will be contacted by email. Otherwise, please allow 5 to 7 business days for the review and processing of the application submittal.



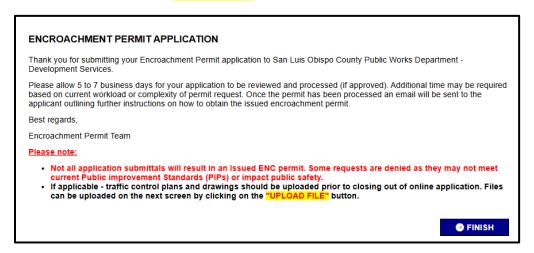
### STEP 8 OF 9 (Additional Information)

### **PROJECT NOTES**

If you have wish to add any additional information regarding this project, please explain below



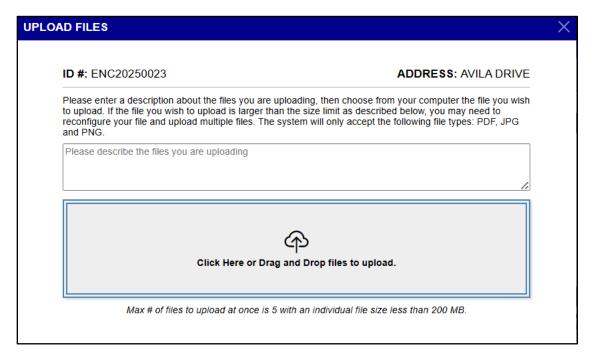
### STEP 9 OF 9 (Finish/Upload)



Once you select **FINISH**, the information you entered in the online application will create a draft for your review and will also allow supporting documentation (i.e. traffic control plan, construction dwgs, etc.) to be uploaded - **please select <u>UPLOAD FILE</u>** - to add those documents.



When selecting **UPLOAD FILE**, it will take you to the screen below in which you will need to name the supporting document (*i.e. traffic control plan, etc.*) before uploading the specific document(s).



<sup>\*</sup>Please Note: Payment cannot be made until after the review of the Encroachment permit application by County staff. If approved, you will be contacted (via email) with payment instructions once the permit has been created and is ready for issuance.