


# 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**:


**APPLY ONLINE FOR PERMIT**


 Apply for a permit on-line. Permits available for online submittal are: Encroachment Permits (Driveway, Utilities, etc.).


A credit card processing fee of 2.35% or a minimum of \$1.49 will be added to each transaction.

[CLICK TO APPLY ONLINE](#) [HOW TO APPLY](#)

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

**Citizens Connect**

WELCOME: PBETTENCOURT@CO.SLO.CA.US [HOME](#) 

 **New Permit**  
To apply for a permit, chose an item from the list below and click on the blue 'SELECT' box.

**DISCLAIMER**

Please note an Encroachment Permit (ENC) allows contractors to work within or use the County right of way if approved. An ENC permit is required whenever any activity, large or small, takes place in the County right of way or roadway (e.g. misc construction, traffic control, equipment/ materials staging, emergency repair work, special events, etc.).

Once your application has been completed you will be prompted to **upload plans prior to submitting** the online application. Please note, Public Works will not process or review applications until all required documents have been uploaded. Lastly, **PLEASE NOTE ENCROACHMENT PERMIT FEES cannot be paid in advance** until the application review has been completed by Public Works. Further instructions will be provided by email once the initial review has been completed.

[SELECT](#) **01) DRIVEWAY ENCROACHMENT PERMIT**

For any work involving an existing or new driveway approach within the County right-of-way that ties into a county-maintained road.

• Helpful Instruction Guide can be found [here](#).

[SELECT](#) **02) UTILITY ENCROACHMENT PERMIT**

For any work that involves boring, trenching, or setting up traffic control devices in the County right-of-way and/or adjacent county-maintained roads. Examples include sewer lateral, gas, electrical and water connections, access to gas main lines, utility poles, water main lines, fiber lines, installation of new infrastructure or maintenance of existing underground/above ground utilities.

• Helpful Instruction Guide can be found [here](#).

[SELECT](#) **03) GENERAL ENCROACHMENT PERMIT**

This type of permit is for work that does not fall into the two above selections/categories. Please describe in detail the potential work scope so our staff can review accordingly.

• Helpful Instruction Guide can be found [here](#).

[SELECT](#) **04) OTHER ENCROACHMENT PERMIT**

(i.e. Curb Gutter Sidewalk - CGS)

Typically involved with a building permit but CGS can be considered voluntary. This process requires extensive engineering review and does not fall within the normal turnaround time of most ENC permit requests. A 'Checking and Inspections' agreement is required along with a security deposit and may require a performance bond, surety bond, etc. to be in place prior to any staff review and is largely dependent in the project scope. Please contact our engineering team to discuss further if you have any questions.

• Helpful Instruction Guide can be found [here](#).

**\* You will be required to detail or explain this request.**

[SELECT](#) **05) SPECIAL EVENT PERMIT**

For any events that require the use or closure of county-maintained roads and/or any signage located within the county right-of-way. Various event types including cycling, running, street fairs, farmers markets, parades, etc. Please note for onsite events (private property) please contact the Planning and Building Department to determine if any special use permit is needed.

• Helpful Instruction Guide can be found [here](#).

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).***

**CONTACT INFORMATION FOR CONTRACTOR**

FILL IN WITH AN EXISTING ENTERED CONTACT:

LICENSE #:  EXPIRES:

BUSINESS:

FIRST NAME:  MIDDLE:  LAST:

ADDRESS:

ADDRESS:

CITY:  STATE:  ZIP:

PHONE:  ALT PHONE:  FAX #:

E-MAIL:

NEXT

### STEP 2 OF 9 (Owner Information)

**CONTACT INFORMATION FOR OWNER**

BUSINESS:

FIRST NAME:  MIDDLE:  LAST:

ADDRESS:

ADDRESS:

CITY:  STATE:  ZIP:

PHONE:  ALT PHONE:  FAX #:

E-MAIL:

BACK NEXT

### 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)

**ONLINE BLD PERMIT**

Bldg. Permit number (if applicable):

Please describe:

● BACK

● NEXT

## 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:

\* 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. Inspections / Site Meetings - 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](mailto: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](mailto: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 INSPECION.**

 DISAGREE

 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.

### VERIFICATION



Please verify the information provided above in the image.

 BACK

 NEXT

## STEP 8 OF 9 (Additional Information)

### PROJECT NOTES

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

**ADDITIONAL INFORMATION**

**NEXT**

## STEP 9 OF 9 (Finish/Upload)

### ENCROACHMENT PERMIT APPLICATION

Thank you for submitting your Encroachment Permit application to San Luis Obispo County Public Works Department - Development Services.

Please allow 5 to 7 business days for your application to be reviewed and processed (if approved). Additional time may be required based on current workload or complexity of permit request. Once the permit has been processed an email will be sent to the applicant outlining further instructions on how to obtain the issued encroachment permit.

Best regards,

Encroachment Permit Team

**Please note:**

- Not all application submittals will result in an Issued ENC permit. Some requests are denied as they may not meet current Public improvement Standards (PIPs) or impact public safety.
- If applicable - traffic control plans and drawings should be uploaded prior to closing out of online application. Files can be uploaded on the next screen by clicking on the **"UPLOAD FILE"** button.

**FINISH**

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 UPLOAD FILE** - to add those documents.

REMOVE FROM MY PERMITS

**UPLOAD FILE**

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).


UPLOAD FILES

ID #: ENC20250023

ADDRESS: AVILA DRIVE

Please enter a description about the files you are uploading, then choose from your computer the file you wish to upload. If the file you wish to upload is larger than the size limit as described below, you may need to reconfigure your file and upload multiple files. The system will only accept the following file types: PDF, JPG and PNG.

Please describe the files you are uploading

  
Click Here or Drag and Drop files to upload.

Max # of files to upload at once is 5 with an individual file size less than 200 MB.

**\*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.