


# ONLINE SPECIAL EVENT PERMIT APPLICATION INSTRUCTIONS

Link to portal <https://slocounty-ca.permitttrax.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 & the Special Event Permit - option (05)

**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 **Special Event Permit**, there are **8 steps** to complete the application, which requires uploading your supporting documentation.

### STEP 1 OF 8 (CONTACT INFORMATION FOR APPLICANT)

Please enter the applicable information below:

*\*All fields are required before proceeding on; **please include email address.***

| CONTACT INFORMATION FOR APPLICANT |                                       |            |                                       |
|-----------------------------------|---------------------------------------|------------|---------------------------------------|
| BUSINESS:                         | <input type="text"/>                  |            |                                       |
| FIRST NAME:                       | <input type="text" value="required"/> | MIDDLE:    | <input type="text"/>                  |
| LAST:                             | <input type="text" value="required"/> |            |                                       |
| ADDRESS:                          | <input type="text" value="required"/> |            |                                       |
| ADDRESS:                          | <input type="text"/>                  |            |                                       |
| CITY:                             | <input type="text" value="required"/> | STATE:     | <input type="text" value="Required"/> |
| ZIP:                              | <input type="text" value="required"/> |            |                                       |
| PHONE:                            | <input type="text" value="required"/> | ALT PHONE: | <input type="text"/>                  |
| FAX #:                            | <input type="text"/>                  |            |                                       |
| E-MAIL:                           | <input type="text"/>                  |            |                                       |

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### STEP 2 OF 8 (EVENT INFORMATION)

Please answer the general questions below: Fields in Orange/ Red are required to proceed to the next step.

| ONLINE EVENT INFORMATION  |   |
|---|---|
| Nonprofit:  | <input type="text" value=""/>   |
| Organization Tax ID #:  | <input type="text"/>  |
| Event Name:   | <input type="text" value=""/>   |
| Event Description:  | <input type="text" value=""/>   |
| Date of Event:  | From: <input type="text" value=""/> To: <input type="text" value=""/> |
| Event Time (in Right-of-Way):   | <input type="text" value=""/>   |
| (Please note: 3 months advance submittal is typically required to process.) |   |
| Event Location/Route:   | <input type="text" value=""/>   |
| Road Closure:   | <input type="text" value=""/>   |
| If "YES", where:  | <input type="text"/>  |
| # of Participants:  | <input type="text" value="0"/>  |
| # of Spectators:  | <input type="text" value="0"/>  |
| # of Volunteers:  | <input type="text" value="0"/>  |

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### STEP 3 OF 8 (EVENT ACTIVITIES INFORMATION)

Please answer the general questions below: Fields in Orange/ Red are required to proceed to the next step.

**\*Please note:** if your event will have alcohol, a copy of the current ABC liquor license is required to be submitted (uploaded) prior to any permit issuance.

| ONLINE EVENT ACTIVITIES  |  |   |   |
|--|--|---|---|
| <b>Event Activities in County Right-of-Way:</b>  |  |   |   |
| <b>Traffic Control:</b>  | Cones/Barricades: <input type="text"/>                       | Flaggers: <input type="text"/>                  | Pavement Markings: <input type="text"/> |
| <b>Encroachment:</b>   | Aid Stations: <input type="text"/>                           | Alcohol Sales *: <input type="text"/>           | Restrooms: <input type="text"/>         |
| <b>Others:</b>   | Ambulance: <input type="text"/>                              | Cal Fire: <input type="text"/>                  | CHP: <input type="text"/>               |
|  | Parking: <input type="text"/>                                | Specators: <input type="text"/>                 | Volunteers: <input type="text"/>        |
|  |  |   | Security: <input type="text"/>          |
| <b>Rules of The Road Event:</b> <input type="text"/>   | <b>Participant Fee:</b> <input type="text"/>                 | <b>Participant Waiver:</b> <input type="text"/> |   |
| <b>Pre-Event Advertising:</b> <input type="text"/>   | If "YES", type/where/when: <input type="text"/>              |   |   |
| <b>Has CHP been contacted?</b> <input type="text"/>  | <b>Is CHP traffic control required?</b> <input type="text"/> |   |   |
| <small>* if the event is strictly located on private property please contact the Planning and Building Department. Please do not submit this special event application if 'none' of the above activities are applicable or located within the County right of way.</small> |  |   |   |
|  |  | <input type="button" value="BACK"/>             | <input type="button" value="NEXT"/>     |

### STEP 4 OF 8 (TERMS & CONDITIONS/ AGREEMENT CLAUSE)

I hereby acknowledge that I am the event/ permit coordinator for this special event. 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 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  |  |
|---|--|
| <b>Agreement Clause</b>   |  |
| <ul style="list-style-type: none"><li>• 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.</li><li>• 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.</li><li>• 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.]</li></ul> |  |
| <b>Applicant Name:</b> <input type="text"/>   | <b>Date:</b> <input type="text" value="03/11/2025"/> |
| <small>* Please note that an application submittal does not guarantee the issuance of an ENC Permit. Applications may be denied.</small>  |  |
| <input type="button" value="BACK"/> <input type="button" value="NEXT"/>   |  |

## STEP 5 OF 8 (REQUIREMENTS)

The **required supporting documentation** can be uploaded once the application has been completed/ submitted.

### REQUIREMENTS

1. Provide current Certificate of Liability Insurance (COI) - \*naming the County of San Luis Obispo as additional insured. Provide additional COIs for CHP, Caltrans, etc. if required and/or requested by Public Works.
2. Provide Traffic Control Plan (legible and created by a licensed traffic control company) \* some exceptions may apply - contact Public Works/Development Services to discuss. 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.
3. Provide Event Location map, Route map(s), etc.
4. Provide additional event details, documents specific to the event and permit request.
5. Provide copy of additional permits that may be needed from agencies like Caltrans, SLO County Parks, CA State Parks, etc.
6. Provide ABC Liquor License if applicable to event where alcohol will be in the County Right of Way/Roads.

 DISAGREE

 AGREE

## STEP 6 OF 8 (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.

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## STEP 7 OF 8 (PROJECT NOTES)

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

**ADDITIONAL INFORMATION**

**NEXT**

## STEP 8 OF 8 (FINISH/UPLOAD FILES)

*Once you select "FINISH" you will be taken to another screen to "UPLOAD FILE".*

*See below the types of Supporting Documents required for uploading.*

**ENCROACHMENT PERMIT APPLICATION**

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

Please allow 7 to 10 business days for your application to be reviewed. Additional time may be required based on any missing documentation, current workload, complexity of the event type, and the event date in question.

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.

The following is required to be submitted along with your online application. Files can be uploaded on the next screen by clicking on the **UPLOAD FILE** button.

- Certificate of Liability Insurance (COI)
- Event Location/Route Map
- Traffic Control Plan
- Copy of ABC License if applicable

**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. COI, event route, traffic control plan, 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 describe the supporting documentation (*i.e. COI, event route map, 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 Special 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.**