



Central Permit Center • 555 Santa Clara Street • Vallejo • CA • 94590

Business License
707.648.4310

Building
707.648.4374

Fire Prevention
707.648.4565

Planning
707.648.4326

Public Works
707.651.7151

ENCROACHMENT PERMIT GUIDELINES

Encroachment on city property unlawful.

[\(Vallejo Municipal Code, Chapter 10.16\)](#)

No person shall encroach on, in, over or under any real property, including easements, owned by the city, by any structure or object of any kind or character, temporary or permanent in nature, and whether such encroachment is real, personal, or mixed property.

When is an encroachment permit required?

[\(Vallejo Municipal Code, Chapter 10.16\)](#)

An encroachment permit is required for installation of a structure or object, temporary in nature, within the public right of way or easements. Examples are landscaping, irrigation, scaffolding, construction clean-up operation, temporary fences only, etc. A sidewalk café in the downtown area also requires an encroachment permit.

What are the submittal requirements?

- Complete the application process to be done by owner at Central Permit Center
- Submit a Site Plan on an 8½ x 11" paper
- Traffic or Pedestrian Control Plan (if required)
- Certificate of Liability Insurance, naming the City of Vallejo as additionally insured

How much is an Encroachment Permit Fee?

Refer to the most current Fee Schedule

What if I am installing a structure?

Only temporary structures are allowed in which an encroachment permit would need to be obtained. Installation of structures (for example retaining wall and fence), can only be installed on the property line or within private property only. The applicant shall call Underground Service Alert (U.S.A.) for verification of possible conflict with utility lines at (800 642-2444). Notify City Inspector after site has been marked by U.S.A.

May I install a structure within a Public Utility Easement (PUE) or City Right of Way (ROW)?

Only structures that are temporary in nature may be installed within a PUE or City ROW in which an encroachment permit would need to be obtained.

This permit is for a sidewalk café, do I need anything else?

If the application is for a sidewalk café in the downtown area, the following are also required:

- Administrative Permit from the Planning Division
- Written approval from the Central Core Restoration Corporation (CCRC)
- Certificate of Liability Insurance

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If I comply with all requirements on this sheet, am I guaranteed a permit approval?

The Director of Public Works, or his designee, may deny a Permit Application at their discretion if they believe public property is to become a dangerous condition or unreasonably endanger the public health, safety or convenience. The application may be approved either as submitted or subject to terms or conditions as deemed necessary.

Do I need to notify the City before I start work or installation?

After a permit has been issued, notify the City Inspector at least 24 hours prior to work or installation to schedule an inspection. To set up a site inspection, call (707) 651-7151 between 8:30 a.m. and 4:30 p.m., Monday through Thursday, and 8:30 a.m. and 12:00 p.m. on Friday.

When calling, have the following ready to provide: the permit number, address of project, date work will be ready for inspection, a preferred inspection time of either morning or afternoon, and the type of inspection requested.

The following additional handouts may be relevant:

- [Encroachment Permit Application](#)
- [Excavation Permit Guidelines](#)
- [Grading Permit Guidelines](#)
- [Sidewalk Permit Guidelines](#)

What if I need more information?

Contact the City of Vallejo Central Permit Center Public Works:
2nd Floor, City Hall, 555 Santa Clara Street, Vallejo, CA 94590
or call Central Permit Center Public Works at (707) 651-7151