



Public Works Engineering

Please email submittal documents to:

Vincent Chen
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Checks can be mailed to Vincent Chen at the address at the bottom of the page.

There is a two week posting period for both Minor and Major Encroachment Permit Applications. During this posting period, the public has the opportunity to submit questions, comments, and objections to the proposed encroachment.

After final fee is paid, the city will release the encroachment permit to the applicant. The applicant must record the permit at the Alameda County Recorder's Office and supply the city with a recorded copy.

If the encroachment is for a new structure in the public right-of-way, an engineering permit must be obtained from the Permit Service Center.

Public Works Engineering

1947 Center St. 4th Floor
Berkeley, CA 94704
510-981-6400

ENCROACHMENT PERMITS

REQUIRED BASIC SUBMITTALS AND FEES

A. Minor Encroachment Permit (approval by Manager of Engineering)

1. Encroachment Permit Application stating the reason for the encroachment and background information on the project. The application should also address, point by point for each separate encroachment item, the 7 approval criteria per BMC 16.18.080.
2. Site plan (8.5 x 11 size) showing proposed location of encroachment and its relationship to the property line, sidewalk and curb. Also show width of existing sidewalk, planting strip, and the area between the sidewalk and curb.
3. Elevation and cross section views (8.5 x 11 size) of the encroaching element showing the property line, sidewalk, curb, and height of the encroaching element.
4. Copy of a current Title Report (a Preliminary Title Report is also acceptable) for the property included in the encroachment proposal.
5. Fees (check payable to City of Berkeley):
 - a. An application fee of \$545.00
 - b. A final fee of \$1,474.00, payable if/when permit is approved

B. Major Encroachment Permit (approval by City Council)

1. Same as A. above, except fees are:
 - a. An application fee of \$545.00
 - b. A final fee of \$2,129.00, payable if permit is approved