

## ENCROACHMENT PERMIT SUBMITTAL REQUIREMENTS

### DEPARTMENT OF PUBLIC WORKS – 2025

All work performed in the public right-of-way (street/sidewalk) including excavations, cut or fill in or under the surface of any street or a public easement requires an encroachment permit issued by the City of Half Moon Bay.

#### PLAN REQUIREMENTS

- Proposed Improvements Plan**  
Submit a site-specific sketch of the work proposed. Include street name labels, a north arrow, annotation scale bar, and pertinent dimensions of work. Show the locations of existing permanent facilities such as sidewalks, curb and gutter, ramps, joint poles and trees. If construction activity is related to a development project, include a copy of the plans in lieu of a sketch.
  
- Traffic Control Plan**  
Submit a traffic control plan. Include pedestrian and bicycle diversion, if applicable. All traffic control methods and devices should be in accordance with City of Half Moon Bay and the [California Manual on Uniform Traffic Control Devices](#) (CAMUTCD) standards. Standard plans from CAMUTCD for shoulder, lane and sidewalk closures may be considered depending on the scope of work proposed.
  
- Standard Notes**  
Improvement Plans must include the Encroachment Permit Standard Notes added onto submitted plans. For a copy of the Standard Notes, visit:  
<https://ca-halfmoonbay.civicplus.com/170/Street-Right-of-Way-Permits>
  
- Construction Best Management Practices Sheet**  
Improvement Plans must include a copy of the Countywide Construction Best Management Practices sheet in the drawing set. For a downloadable copy of the BMP sheet, visit:  
<https://ca-halfmoonbay.civicplus.com/177/New-Development-Construction>
  
- City Standard Details**  
All work in the City's public rights-of-way must be constructed and/or restored per the City's adopted Public Works Standard Details. Reference to details should be included in plans where applicable. For a downloadable copy of PW Standard Details, visit:  
<https://ca-halfmoonbay.civicplus.com/349/Private-Development>

### **PROOF OF INSURANCE**

1. Contractors wishing to perform work within the City's public rights-of-way are required to submit a Certificate of Insurance (COI) demonstrating proof of insurance coverage.
2. **City of Half Moon Bay**, 501 Main Street, Half Moon Bay, CA 94019, should be listed as the Certificate Holder in the COI.
3. COI must include proof of the following minimum insurance coverages:
  - \$1 Million - General Liability
  - \$1 Million - Workers' Compensation for Contractors
  - \$1 Million – Automobile
  - \$2 Million - Aggregate

### **BUSINESS LICENSE**

1. All entities (e.g. contractors, sub-contractors, designers, etc) conducting business in the City of Half Moon Bay are required to have a valid business license while working in City limits.
2. Please contact the City of Half Moon Bay Business Support Center anytime Monday through Thursday from 8:00am to 5:00pm at: (650) 443-9050;
3. Apply online at <http://halfmoonbay.hdlgov.com> or via email [support@hdlgov.com](mailto:support@hdlgov.com); Apply by mail: 8839 N Cedar Ave # 212, Fresno, CA 93720-1832

### **FEES**

Refer to the City of Half Moon Bay Master Fee Schedule for Encroachment Permit fees: <https://www.half-moon-bay.ca.us/DocumentCenter/View/5081/FY-2022-23-Master-Fee-Schedule-Tables>. Payments can be made via phone, mail or in-person during business hours.

### **NOTIFICATION**

Contractor shall provide written notification to all affected residents and property owners, Police and Fire, a minimum of one week prior to the start of work. Provide a copy or proof of notification to Public Works prior to start of work.

### **INSPECTIONS**

For Public Works Permit inspections, call (650) 726-8794 at least 48 hours in advance. Public Works Inspections are performed from Monday through Thursday. For regular inspections after-hours, provide one week's advance notice. Additional fees may apply.