Encroachment Permit Application Instructions

The City Engineering Department will process all submitted permit applications in the order that they are received. Permits can be submitted via email, online, or dropped off to City Hall between the hours of 8:00 AM to 4:30 PM, Monday - Friday excluding holidays.

1. Complete an Encroachment Permit Submittal Checklist, Guidelines, Standards & Application available the Engineering page of the City's website:
   Link to forms
2. Check fee schedule for required fees: Link to current fee schedule
   If you have questions on fees, please e-mail the City's Permit Technician at
   engineering@cityofmartinez.org
   Note that the City will only accept payment via paper check at this time.
3. Email the permit and attachments to engineering@cityofmartinez.org. If work requires large design/build plans (greater than 20 MB), upload the permit application, a scan of check, and fully dimensioned plans to
   https://spaces.hightail.com/uplink/MartinezPermits and mail the check payable to the City of Martinez along with a copy of the permit application, to:

   > City of Martinez
   > 525 Henrietta Street
   > Martinez, CA 94553
   > ATTN: Engineering Department

4. Alternatively, mail the permit application, check, and three (3) fully dimensioned plans to the same address
5. You will receive an email confirmation when the City receives it. A receipt for the check will follow shortly thereafter.
6. City Staff will respond via e-mail with comments on the plans, if any.
7. City Staff will inform you when your permit is ready via email.

If you have any questions, please call (925) 372-3516 or email engineering@cityofmartinez.org .