

## ***WE ARE HERE TO HELP !***

**G**enerally, the larger a proposed activity is in scope, the more extensive the Transportation Permit process may become.

It is in the best interest of the project proponent to contact the County before a Transportation Permit application is submitted. County staff will be able to advise and answer crucial questions, that will help permit applicants navigate the permit process. This will help to ensure that all major concerns are recognized early on in the process.

### ***KEY TRANSPORTATION PERMIT ISSUES***

The fundamental issues that the County considers when permit applications are submitted are:

- Will the proposed activity affect existing County Maintained Road System (CMRS) facilities?
- Will the proposed activity create new CMRS facilities?
- Will the proposed activity affect the County's ability to operate and maintain a facility?
- Is the proposed use compatible with and appropriate for the intended use of the County facility and Department of Public Works policy?



***"Our job is to create a county in which  
those who reside and invest can  
prosper and achieve well-being"***

**For further information regarding  
applying for a permit please contact:**

#### **Permits Division**

**825 E. 3rd Street, Room 108  
San Bernardino, CA 92415-0835  
(909) 387-1863**

<https://dpw.sbcounty.gov/operations/permits-operations-support-division/transportation/>

**Apply at:**

<http://wp.sbcounty.gov/ezop/>

#### **Permits Counter Hours**

**Monday - Friday 8:00 a.m. - 5:00 p.m.**

**CLOSED WEEKENDS AND COUNTY HOLIDAYS**



## **GUIDANCE FOR TRANSPORTATION PERMITS**



Efficient · Convenient · Simple

**<http://www.sbcounty.gov/dpw>**

**Department of Public Works  
Permits/Operations Support**

**M**any of the roads within the unincorporated areas of the County of San Bernardino are handled through the San Bernardino County Public Works Department—Transportation section under State Streets and Highways code.

The principle functions are to operate, maintain and improve the County Maintained Road System (CMRS).

Hundreds, if not thousands, of miles of unpaved public roads exist throughout the County that are not part of the CMRS, and therefore are not maintained by the Department of Public Works and are not within our jurisdiction.

### WHEN AND WHY DO YOU NEED A TRANSPORTATION PERMIT?

A County permit is required when any proposed work or access in County CMRS rights-of-way.

Check for a map of CMRS roads at:  
<http://arcg.is/1Te4DEW>

A Transportation Permit is required to ensure that a proposed use does not interfere with the County's operation and maintenance responsibilities and is in alignment with California Streets and Highways Code.



## Permit Types

The County accepts applications and issues Transportation Permits for many types of projects. Some of the most common Transportation Permit types are:

- **EXCAVATION PERMITS** allow excavations of County CMRS. Examples: utility connections.
- **SPECIAL EVENTS PERMITS** are required for temporary uses of County CMRS right of ways. Examples: community or educational events, volunteer trash cleanup events, or for filming.
- **ENCROACHMENT PERMITS** allow encroachments onto County CMRS right-of-way. Examples: power poles, individual driveway approach and carports in mountain areas.
- **TRACT/CONSTRUCTION** allow encroachments to an existing County facility and new construction of roads.

Processing simple permits without plan reviews takes approximately 2 weeks, while permit requests requiring extensive engineering review may take up to 6 weeks. This timeframe does not include the time needed for other agency approvals or acquiring entitlements.

Fees are charged to cover the costs of plan review, permit filing and inspection. Check here for the current fee schedule:

<https://dpw.sbcounty.gov/operations/permits-operations-support-division/transportation/>

## OTHER ITEMS TO CONSIDER EARLY

- ♦ **Agreements:**  
Depending on the scope of the proposed activity, the County may also require the project proponent to enter into an agreement for maintenance.
- ♦ **Traffic Control Review:**  
County will need to see the Traffic Control plans for the project especially large projects.
- ♦ **Excavation and Pavement Resurfacing Requirements:**  
County will dictate what type of treatment is needed for certain excavation and construction permits, especially large projects.
- ♦ **County Land Use Services Approval:**  
Some Tract and Construction Permits require prior approval from County Land Use Services.
- ♦ **Caltrans Approval:**  
The Special Event Permits requires the approval from Caltrans. The Transportation Permit only conveys the County's permission to the extent of its jurisdiction.
- ♦ **Environmental Documents:**  
Depending on the proposed scope of the activity, compliance with various environmental regulations may be deemed necessary.