

WE ARE HERE TO HELP!

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

<http://cms.sbcounty.gov/dpw/Operations/PermitsOperationsSupportDivision/Transportation.aspx>

Apply at:

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

Permits Counter Hours

Monday—Friday 7:30 a.m.—5:00 p.m.

CLOSED WEEKENDS AND COUNTY HOLIDAYS



GUIDANCE FOR TRANSPORTATION ENCROACHMENT



Efficient · Convenient · Simple

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

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

Many 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 County and California Streets and Highways Codes.

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 ENCROACHMENT PERMIT?

A Transportation Encroachment permit is required when you are performing almost any type of work, including building and repairing driveway approaches and sidewalk, within the CMRS right-of-way.

To determine if a road is County-maintained a GIS map of CMRS is available at:

<http://arcg.is/1Te4DEW>

A Transportation Encroachment Permit is required to ensure that proposed improvements do not interfere with the County's operation and maintenance responsibilities and is in alignment with County and California Streets and Highways Codes.



Encroachment Permit

The County accepts applications and issues Transportation Permits for many types of projects.

TRANSPORTATION ENCROACHMENT PERMITS allow you to encroach onto CMRS right-of-way to perform work or construct certain improvements. Examples include: construction of driveway approaches, installation or replacement of power poles, sidewalk repairs or replacements, construction of parking decks in mountain areas or traffic control to access existing underground utility facilities.

ITEMS TO CONSIDER EARLY

- ◆ **Exhibit or Plan:**
Depending on the proposed construction a plan or detailed exhibit with the proposed activity clearly shown including the road right-of-way with dimensions.
- ◆ **Environmental Documents:**
Depending on the proposed scope of the activity, compliance with various environmental regulations may be deemed necessary.

PROCESSING TIMELINE AND FEES

Processing simple permits takes approximately 2 weeks, while permit requests requiring extensive engineering or field review may take up to 6 weeks. This timeframe does not include the time needed for other agency approvals or acquiring entitlements.

All permit fees are requested during the submittal process and permits will not be issued without all the fees paid.

Check here for the current fee schedule:
<http://cms.sbcounty.gov/dpw/Operations/PermitsOperationsSupportDivision/Transportation.aspx>

FREQUENTLY ASKED QUESTIONS

Is the permit fee due when I submit the application?

No, the permit fee will be due when we accept your application, prior to issuance of the permit. If a field inspection is required in order to finalize the review of the proposed encroachment then a field review fee will be required in addition to the permit fee.

Who is responsible for sidewalk repairs?

The property owner is responsible for the condition of the sidewalk in front their property per California Streets and Highway Code 5610. Any repairs made to sidewalk will require an encroachment permit. A Minor Encroachment Permit can be obtained for any sidewalk repairs that are beneficial to the community and will help ensure the safety of the public.

Check here for California Streets and Highway Code:

<http://www.leginfo.ca.gov/>

What is the difference between an Encroachment Permit and a Minor Encroachment Permit?

A Minor Encroachment Permit is issued for encroachments within CMRS road right-of-way that has a value of work under \$1,000.00. Any cost greater than \$1,000.00 will require a regular Encroachment Permit.

When should I call for an inspection on my permit?

The inspectors name, telephone number and email address is available on the encroachment permit. The permit will indicate that the inspectors need to be notified a minimum of 48 hours prior to start of any work. A final inspection will be required once all work has been completed.