



County of San Diego, Planning & Development Services
**Broadband Right-of-Way Permit
Application Submittal Requirements**

For Broadband Projects, work within the County-maintained road right-of-way may require an Encroachment Permit, Excavation Permit, and Traffic Control Permits. Please review the link below to determine if work will be within a County-maintained Road:

[ArcGIS Enterprise - County of San Diego Maintained Roads](#)

If work will be done within a private road within the unincorporated County of San Diego, please contact Building Division at 858-565-5920 or PDSBuildingPermitCounter@sdcounty.ca.gov for permitting requirements.

All documents referenced in this guide can be found at the link below:

[Permits - Forms - Guides - Charts - Drawings - Manuals - Templates](#)

PERMIT TYPES

Encroachment Permit and Traffic Control Permits

Scope: Access existing facilities such as aerial lines; pulling fiber; placing temporary traffic control within the County right-of-way

Timeframe: Commitment for County review for Broadband Permits is 45 calendar days

Fees & Deposit: \$210 Permit Fee, no deposit required

Inspection: No inspections for Encroachment only

Excavation Permit, Encroachment Permit, and Traffic Control Permits

Scope: Excavation for installation of new facilities such as handholes, utility boxes, cabinets, poles, etc.; installation of fiber within the County right-of-way (including dirt shoulders/parkways). Minor concrete work can be done under these permits however new sidewalks or roadway structures may require a Construction Permit.

Timeframe: Commitment for County review for Broadband Permits is 45 calendar days

Fees & Deposit: \$210 Permit Fee, Inspection Deposit is \$5.00/LF for the first 1,000 LF and \$1.75/LF thereafter with a minimum deposit of \$1,481.55

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BROADBAND.PERMITS@SDCOUNTY.CA.GOV

HTTP://WWW.SDCPDS.ORG



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Inspection: Once issued, Pre-construction Meetings and inspections are coordinated with Private Development Construction Inspection (PDCI)

PERMITTING PROCESS

- 1) Applicant submits complete permit package (see *below*) as one PDF file to Broadband.Permits@sdcounty.ca.gov with the subject line: “**NEW
BROADBAND SUBMITTAL / PROJECT ADDRESS / NAME OF APPLICANT
OR COMPANY / AGENCY JOB NUMBER**”
- 2) Counter staff will review application for applicability and completeness. If complete, Counter staff will create record and assess fees and send an invoice with payment instructions.
- 3) Applicant pays fees and deposits and notifies Counter staff that payment has been made.
- 4) Counter staff sends permit package to resources for review as needed: Traffic Engineering, Field Engineering, PDCI, Environmental Services Unit (ESU), Capital Improvements Program, Flood Control.
- 5) Any comments on plans are sent via email to the applicant. Applicant addresses comments and will send revised package to Counter staff. Steps 4-5 are repeated until permit is approved.
- 6) Permit is processed for issuance and sent to the applicant via email.
- 7) For Excavation Permits, the assigned PDCI inspector will contact applicant, and all inspections are coordinated with them directly.

SUBMITTAL DOCUMENTS

Encroachment Permits and Traffic Control Permits

- **Encroachment Permit Application**
- **Environmental Review Questionnaire Form**
 - If any questions are marked “Yes”, additional review and information may be required

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County of San Diego, Planning & Development Services
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- **Provide a copy of the Contractors License:**
 - Please provide the CSLB License for the contractor performing the work
- **Certificate of Liability Insurance (COI):**
 - The Certificate must show evidence of **Commercial General Liability with a \$1,000,000 per occurrence limit of liability.**
 - The Certificate must name the County of San Diego as a **CERTIFICATE HOLDER** and the County of San Diego, its agents, officers, and employees as **ADDITIONALINSURED**.
 - **Additional Insurance Endorsement** must name the County of San Diego, its agents, officers, and employees as Additional Insured for the above-noted Commercial General Liability Policy.
- **Application for Traffic Control Permit**
- **Traffic Control Submittal Checklist**
- **Overview Map**
 - Please see example in the Traffic Control Submittal Checklist link.
- **Traffic Control Plans: Submit Traffic Control Plans.**
 - For reference: San Diego County Regional Standard Drawings: [Appendix A - San Diego Regional Standards Committee \(regional-stds.com\)](#)
- **Plans for construction**
 - Please reference the Right-of-Way Minimum Plan Information checklist

Excavation Permit, Encroachment Permit, and Traffic Control Permits

- **Excavation Permit Application**
- **Encroachment Permit Application**
- **Environmental Review Questionnaire Form**
 - If any questions are marked “Yes”, additional review and information may be required
- **Linear Underground/Overhead Projects (LUP) Determination** (for projects over 1,500 LF)
- **Financially Responsible Party Form – PDS 126**
 - This form is required to establish the trust account for the inspection deposit. The record numbers will need to be created and linked to the trust account then an invoice will be sent.
- **Provide a copy of the Contractors License:**
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- **Plans for construction**
 - Please reference the Right-of-Way Minimum Plan Information checklist
 - **Important:** Please include linework showing all existing County-maintained drainage culverts and channels. GIS data is available through [this link](#) by searching “Road_Culverts” or “Road_Channels”.