

## How to Submit an Encroachment or Utility Permit Application to the Engineering Department During the COVID-19 Shelter-in-Place Order

Only emergency and essential permits will be issued during the COVID-19 shelter in place. All others will be processed and, if approved, will be issued when the shelter in place order is lifted.

1. Complete an Encroachment Permit Submittal Checklist, Guidelines & Application available here: <https://www.cityofmartinez.org/depts/engineering/forms.asp> Complete the checklist and application on-line. Save application as a pdf file to your computer desktop using a distinct file name with the street address of the project. For example: Encroachment Permit -1234 Easy Street, then print, sign and scan the application to the email address below.
2. Check fee schedule for required fees, if you have questions on fees, please e-mail the City's Permit Technician, Kara Malig, at [kara.malig@weareharris.com](mailto:kara.malig@weareharris.com). Note that the City will only accept payment via paper check at this time.
3. Upload the permit application, 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 Engineering Department  
525 Henrietta Street  
Martinez, CA 94553  
ATTN: Laura Austin or Kara Malig

4. Alternatively, mail the permit application, check, and three (3) fully dimensioned plans to the same address.
  1. City Staff will begin review of the application once payment has been received. You will receive a written receipt of your payment when the City receives it.
  2. City Staff will respond via e-mail with comments on the plans, if any.
  3. City Staff will inform you when your permit is ready, however **only permits for work deemed an emergency or an essential service will be issued under the shelter-in-place order.** All other approved permits for work deemed non-essential will be issued after the shelter-in-place order(s) have been lifted.

The City will require three (3) hard copies of final plans prior to permit issuance.

If you have any questions, please email Kara Malig at [kara.malig@weareharris.com](mailto:kara.malig@weareharris.com), or Scott Alman, City Engineer at [scott.alman@weareharris.com](mailto:scott.alman@weareharris.com)

A list of the essential projects allowed by Contra Costa County Health Service order during this shelter in place is below.

## **Essential Projects allowed under Contra Costa County Health Services order of 3/31/2020**

1. Projects immediately necessary to the maintenance, operation or repair of Essential Infrastructure;
2. Projects associated with Healthcare Operations, including creating or expanding Healthcare Operations, provided that such construction is directly related to the COVID-19 response;
3. Affordable housing that is or will be income-restricted, including multi-unit or mixed-use developments containing at least 10% income-restricted units;
4. Public works projects if specifically designated as an Essential Governmental Function by the lead governmental agency;
5. Shelters and temporary housing, but not including hotels or motels;
6. Projects immediately necessary to provide critical non-commercial services to individuals experiencing homelessness, elderly persons, persons who are economically disadvantaged, and persons with special needs;
7. Construction necessary to ensure that existing construction sites that must be shut down under this Order are left in a safe and secure manner, but only to the extent necessary to do so; and
8. Construction or repair necessary to ensure that residences and buildings containing Essential Businesses are safe, sanitary, or habitable to the extent such construction or repair cannot reasonably be delayed.