



ENCROACHMENT PERMITS HOURLY RATE ADJUSTMENT



EFFECTIVE March 1, 2025

WHAT IS THE ENCROACHMENT PERMIT HOURLY RATE?

The encroachment permit hourly rate is the amount charged per hour for services provided such as permit processing, review, inspection, and administration by Caltrans personnel. The hourly rate includes employee wages and overhead expenses.

WHY IS CALTRANS INCREASING THE ENCROACHMENT PERMIT HOURLY RATE?

The encroachment permits hourly rate is to be re-assessed annually. State law (Streets and Highways Code, Section 671.1, and State Administrative Manual, Section 8752) requires Caltrans to establish a fee schedule that fully recovers Caltrans' costs associated with reviewing, issuing, and inspecting encroachment permit projects.

WHAT IS THE CURRENT AND FUTURE HOURLY RATE?

PERMIT APPLICATION NUMBER ISSUED DATE	HOURLY RATE TO BE CHARGED
BEFORE 03/01/2025	\$162
03/01/2025 - 12/31/2025	\$173
01/01/2026 - 12/31/2026	TBD

Caltrans will adjust the hourly rate annually at the beginning of each calendar year.

WHAT IS THE DIFFERENCE BETWEEN THE HOURLY RATE AND MY FEE?

Your fee is the hourly rate multiplied by the number of hours spent on your permit, plus any additional costs such as bridge tolls, Caltrans-furnished materials, and materials inspection costs.

DID CALTRANS CONSIDER THE IMPACT ON CUSTOMERS?

Yes, Caltrans considered the potential impact of the cost increase mandated by law.

WHO DO I CONTACT WITH QUESTIONS CONCERNING MY FEES?

Contact the District Encroachment Permits Office for all questions or additional information at <https://dot.ca.gov/programs/traffic-operations/ep/district-contacts>

WHAT CAN I DO TO REDUCE MY PERMIT FEE?

You are encouraged to submit a complete application package. The more complete the initial application package, less time to complete the review, fewer questions from reviewers and a lower fee. This will also enable a quicker turnaround time for issuing the permit. Applicants are allowed up to 4 hours of pre-application consultation to help submit a complete application package.

HOW CAN I DETERMINE THE APPLICABLE PERMIT HOURLY RATE FOR MY PERMIT PROJECT?

The applicable hourly rate will be determined based on the permit application number issuance date. The permit acceptance acknowledgment letter sent by the District Permits Office will provide you the applicable permit hourly rate or you may contact the District Permit Engineer for the applicable hourly rate. The parent permit determines the hourly rate in the case of riders.

DOES EVERYONE PAY AN ENCROACHMENT PERMIT FEE?

Caltrans is prohibited from charging a fee to public corporations (cities and counties), as stated in Streets and Highways Code Section 671.1. Others must pay an encroachment permit fee.

ARE THERE ANY DISCOUNTS AVAILABLE

The hourly rate is the same for all permit types and permittees.

DOES EVERYONE PAY THE SAME FEE AMOUNT?

Everyone is charged the same hourly rate. However, the total fee is based on the number of hours of review and inspection. Smaller, less complex projects will take less time to review and inspect, which results in a smaller total fee. Larger, more complex projects will have a higher total fee to cover the cost of review and inspection.

WHERE DO I PAY MY ENCROACHMENT PERMIT FEE?

The encroachment permit fee can be paid through the Caltrans Encroachment Permit System (CEPS), at District Cashier's Office or Headquarters Cashier's Office.

WHAT FORMS OF PAYMENT DOES CALTRANS ACCEPT?

1. Credit card payment through CEPS
 2. Checks, cash, and credit cards at District Cashier's Office.
 3. Checks, cash, and credit cards at Headquarters Cashier's Office.
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HOW DO I KNOW THAT I WAS CHARGED CORRECTLY?

You will be provided with a Fee Calculation Sheet (form TR-0406) or an invoice that will provide details on how the encroachment fee was calculated for the project.