



County of Santa Clara

Roads and Airports Department

Payment of Fees

Forms of Payment

We accept payment of cash, checks, debit cards and credit cards.

Minimum Fee

For most projects, a minimum non-refundable fee will be charged at the time of application.

Checks

Please make checks payable to "County of Santa Clara". Checks may be mailed to:

County of Santa Clara
Roads and Airports Department
ATTN: Encroachment Permit Fee
101 Skyport Drive
San Jose, CA 95110

Credit Card/Debit Card Payment of Fees

Card payments may be made in person, or on our [Applicant Insite Portal](#). Instructions on using this portal to make payments is provided in the following pages.

We do not accept credit card payments over the phone. If you use a credit card/debit card, a transaction fee will be collected.

- Master Card
- American Express
- Discover
- Visa

Credit Card Transaction Fees (non-refundable)

- Minimum Transaction Fee: \$2.50
- Transaction Fee: 2.25% of amount due.

Click here for [Applicant Insite Portal](#)

Or you may click from the link provided on the main page for Encroachments Permits: <https://countyroads.sccgov.org/encroachment-permits>

You will be taken to the Insite Public Portal. Log in to your account.



Home Search Create Schedule

Accessibility Support Register for an Account Login

Welcome to the Applicant Insite Portal

We are pleased to offer our citizens, businesses, and visitors access to government services online, 24 hours a day, 7 days a week.

To use ALL the services we provide you must register and create a user account. You can view information, get questions answered and have limited services as an anonymous user. We trust this will provide you with a new, higher level of service that makes living and working in our community a more enjoyable experience.

What would you like to do today?
To get started, select one of the services listed below:

For **RESUBMITTALS** please visit our [website](#) for directions and for **NEW** applications continue to login or create a NEW account.

| | |
|--|---|
| Development Search Records Schedule an Inspection | Planning Search Records |
| Encroachment Search Records | Enforcement Enter Complaint Search Records |

Search...

Login

User Name or E-mail:
tt

Password:

Login »

Remember me on this computer

[I've forgotten my password](#)
[New Users: Register for an Account](#)

TIP: If you have any questions about this website portal or permits, please contact Roads and Airports Department Permit Office at 408-573-2475



Continue next page

Paying a Fee

After logged in...

Select ENC Permit or Search Encroachment to find your ENC.
Select the ENC file number

depth of pipe. If the surface/cover above the pipe is soft, such as soil, grass, gravel, etc., the readings can be taken directly without disturbing the surface; however, if there is a hard insulating surface such as asphalt or concrete, a half inch (1/2") diameter hole must be drilled at each interval to allow the test probe to reach the soil or base rock surface. Once the survey data is recorded and verified, any holes drilled in pavement will be plugged with a foam backer rod and the remaining 2-3 inches sealed with 3M Traffic Loop Sealant. Any holes drilled in concrete will be plugged and sealed with Quikrete Concrete Patch.

06/29/2019 ENC19-0487 Encroachment Permit Complete

Search for Records
Enter information below to search for records.

- Contractor License Information
- Parcel Number
- Record Information
- Contact Information

Select the search type from the drop-down list.

General Search

Record Number: ENC21-0553 Record Type: --Select-- Start Date: 09/05/2011 End Date: 09/02/2011

Street No.: Direction: Street Name: Street Type: --Select--

City: State: Zip:

Parcel No.:

Search Clear

Get information there for Record information and Payments
Select Payments, then Fees.

COUNTY OF SANTA CLARA
SCCGOV
Insite Public Portal

Home Search Create Schedule

Record ENC21- [REDACTED]
Encroachment Permit
Record Status: In Review

Record Info Payments Fees

Work Location
[REDACTED]
San Jose CA
[View Additional Locations>>](#)

Continue next page

Paying a Fee

See lists of Payments and Outstanding Fees.

Record ENC21- [REDACTED]:
Encroachment Permit
Record Status: In Review

Record Info ▾ Payments ▾

Fees

Outstanding:

| Date | Invoice Number | Amount |
|------------|----------------|------------|
| 09/01/2021 | ENC003548 | \$1,000.00 |
| 09/01/2021 | ENC003548 | \$369.00 |
| 09/01/2021 | ENC003548 | \$736.00 |
| 09/01/2021 | ENC003548 | \$736.00 |
| 09/01/2021 | ENC003548 | \$474.00 |

Total outstanding fees: \$1,315.00

Paid:

| Date | Invoice Number | Amount |
|------------|----------------|------------|
| 06/23/2021 | ENC003284 | \$1,000.00 |

Total paid fees: \$1,000.00

[View Details](#)

A red box highlights the "Pay Fees" button in the table.

To pay fees, select "Pay Fees"



Continue next page

Paying a Fee

See lists of Fees you are about to pay...
Then select "Continue Application" to pay.

Logged in as [REDACTED]

Listed below are preliminary fees based upon the information you've entered. Some fees are based on the quantity of work items installed or repaired. Enter quantities where applicable. The following screen will display your total fees.

Application Fees

| Fees | Qty. | Amount |
|--------------------------------------|------|--------------|
| Permit Issuance Fee | 3 | \$369.00 |
| Land Development Plan Check Review | 4 | \$736.00 |
| Traffic Operations Plan Check Review | 4 | \$736.00 |
| Construction Inspection | 3 | \$474.00 |
| Credit for Deposit | 1 | (\$1,000.00) |

TOTAL FEES: \$1,315.00
Note: This does not include additional inspection fees which may be assessed later.

Continue Application >

Payment can then be paid.

Santa Clara County Permit Center

Payment Entry

There is a vendor-added convenience fee for this service. If you are paying using E-Check, the convenience fee is a flat fee of 25 cents per transaction. If you are paying using Credit/Debit card, the convenience fee is 2.25% of the transaction amount with a minimum fee of \$2.50. Please complete the transaction and click continue. You will be able to review the fee amount before submitting the payment for processing.

Payment Method: Credit or Debit Card

Card Information

Card Number:

Expiration Date: Month Year

Card Identification Code:

Billing Information

Name:

Country: United States

Address:

City:

State: California

Zip:

Phone:

Email:

Cancel Continue

If you have questions relating to this payment site, please contact Santa Clara County - Department of Planning and Development, (408) 299-5700.

70 West Hedding Street
East Wing, 7th Floor
San Jose CA 95110
[Browser Support](#)