



County of Greenville

... At Your Service

Public Works Division
Phone: 864-467-7011
Fax: 864-467-7161

How to Fill-Out an Encroachment Permit

The Permittee or Contractor must complete the required information as follows:

1. Permittee name or Company name along with complete address and phone number.
2. Contractor name or Company name along with complete address and phone number.
3. Complete Road Name.
4. Complete Road Number. This will always be a letter followed by a four-digit number. You can obtain a Road Number by looking the road name up in alphabetical order in the Greenville County Inventory notebook, which remains on the table, centered at the front of the office.
5. Complete Item 2: Type of Encroachment with description of proposed work.
Example: Water tap. Dig 4'x 4'x 4' deep pit in shoulder, 3' from E.O.P.
6. Complete Item 3: Description of location.
Example: 300' from intersection of Hwy 222 at house #222.
7. Complete Item 4: (Applicant) Signed by the person, firm, organization or public utility responsible for the work as outlined on the encroachment permit application (to include name, signature, date requested and title).
 - a. Insured party / company if a bond & general liability insurance is required (or)
 - b. Party / company that is posting a cash bond (or)
 - c. Cooperative Agreement Participant representative
 - d. Third parties cannot sign as the Applicant (Example: an engineering firm that has prepared the package – drawing, permit, etc. – would be considered a 3rd party).

Upon completion, leave the permit at the Engineering Aide's workstation for review and approval. You will be contacted within 2 days with the results.

Note: Permit Fee is \$35.00 per encroachment. If the permit is for individual house / lots, however, the \$35.00 fee is charged per lot, not per encroachment. Example: A) water & sewer tap on lot #5 on Smith Rd, permit fee is \$35.00. B) water & sewer tap on lot #5 & Lot #6 on Smith Rd, permit fee is \$70.00.



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Encroachment Permit Insurance / Bond Requirements

I. Insurance Requirements

Applicants requiring a Specialty license must maintain not less than \$1,000,000.00 general liability insurance in order to encroach over, under or through the pavement on a County maintained road. Our complete title and address must be listed as the Certificate Holder as follows:

County of Greenville
Public Works Division
301 University Ridge, Suite 3800
Greenville, SC 29601-3660

A hard copy must be provided for our records.

II. Bond Requirements

1. **Cash bonds** can be posted and are refundable after 1 year if the encroachment warranty inspection is acceptable. Cash bonds cannot be posted to encroach over, under or through the pavement on a County maintained road. General guideline is as follows:
 - a. Driveway installation: \$100.00
Driveway installation with curb cut: \$300.00
Driveway extension: \$100.00
Driveway extension with curb cut: \$300.00
 - b. Water or Sewer tap: \$100.00
 - c. Ditch piping/longitudinal installations: \$200.00 for initial 50 feet; each additional 50 feet is \$100.00
 - d. New road tie-in associated with subdivision development onto existing County road: \$1,000.00 minimum when permittee is not adequately bonded with the Greenville County Planning Commission.
2. Utility companies and licensed contractors / sub-contractors shall be permitted to **post a \$5,000.00 bond** upon which an unlimited number of permits may be issued annually. A blank bond is available (maintained by the Engineering Aide) and can be used by their insurance co. as the **original bond** or as a guideline for the information required. Bonds must remain in effect for 1 year after the completion of the encroachment.

Note: A permit cannot be issued to any person, firm, organization, public utility (Cooperative Agreement Participants are exempt) to encroach over, under or through the pavement without a license for the type of work being performed. A current copy of the license (or card) must be provided before permits can be processed. There is a \$35.00 non-refundable permit fee.