

RIGHT OF WAY CONSTRUCTION PERMIT FACT SHEET

Public Works & Utilities

WHAT IS IT?

A Right of Way Construction Permit is used to allow certain construction and excavation in the public right of way. A public right of way includes improved and unimproved streets, alleys, planting strips, and sidewalks. The purpose of the permit is to ensure that all work meets applicable requirements of the City of Port Angeles Urban Services Standards and Guidelines (USSG) and the current State of Washington Standard Specifications for Road, Bridge, and Municipal Construction (Standard Specifications). The information in this handout is only a partial summary of relevant City Ordinances and Codes. It is recommended that you review the Port Angeles Municipal Code (PAMC) and USSG, as well as consult with Permit Counter Staff to assure that your proposal is compatible with the relevant requirements.

PERMIT REQUIREMENT EXEMPTIONS

- Any work performed by or under the direction of the City Engineer of the City, including work performed by employees of the City or any person contracting with the City;

WHEN PERMIT IS NEEDED

- Whenever the work requires a person(s) to enter and use a specified portion of the City's rights-of-way for the purpose of installing, repairing, or removing street improvements and/or sub-surface utilities.
- You may be planning to do work in the Right of Way that does not require a Right of Way Construction Permit, but does require a Right of Way Use Permit. See the Right of Way Use Permit fact sheet for more information.

APPLICATION INFORMATION:

An application for a Right of Way Construction Permit is available at City Hall at 321 E. 5th Street, at the Public Works and Utilities Department Counter on the second floor or the Permit Counter on the first floor. A complete application shall include, but is not limited to, the following as applicable:

- Name and address of applicant (applicant must be licensed and bonded contractor for work valued at over \$3500);
- Nature, location, and purpose of work to be performed;
- Drawings and/or specifications;
- List of person(s) or contractors doing the work;
- Dates for commencement and completion of work;
- Hold harmless agreement;
- Proof of insurance naming the city as additional insured;

APPLICATION REVIEW

A complete application will be reviewed by the Public Works and Utilities Engineering Services Division to see if all of the required information is on your application. All permits are routed for review by various departments of the City prior to issuance of the permit. Initial review of the application will be completed within thirty days of receipt of a complete application.

Depending on the proposed construction, additional permits may be required. Upon approval of the permit, the applicable fee(s) shall be charged per 3.70.100 PAMC.

The City Engineer will provide the applicant with an estimate of construction inspection fees, which shall be separate and in addition to the permit fee. Permits will only be issued once all permit fees have been paid and a deposit for inspection fees has been received.

INSPECTIONS

- The Engineering Services Division will inspect the work to assure that the conditions of the permit, including applicable City and State standards, are met.
- The City reserves the right to reject any installation not inspected and approved by the Department of Public Works and Utilities.

WORK STANDARDS

- It shall be the duty of the permittee to keep the permit posted in a conspicuous place at the site of the work.
- All work performed shall be in accordance with the current edition of the Standard Specifications, and the USSG.
- Permittee shall call for utility locates in order to protect them from damage and shall not interfere with said utilities without written consent from the utility owners.
- All appropriate measures will be taken to maintain pedestrian and vehicular travel to as nearly as normal as possible, providing all protective measures to ensure public safety.
- Permittee will be liable for any damage to utilities, streets, and any other facilities and shall bear the cost for repair and restoration of said facilities.
- Work shall be done between the hours of **7 A.M. to 10 P.M. Monday-Friday**. Permittee shall take appropriate measures to reduce, to the fullest extent practicable, noise, dust, and unsightly debris.
- Permittee shall complete work promptly and upon completion of work thoroughly clean work area of all rubbish, rock, and other debris resulting from such work within 24 hours.

INSURANCE & BOND REQUIREMENTS

WORK VALUED AT UNDER \$3500

- Provide and maintain in force a certificate of insurance with limits not less than the following: personal injury insurance of \$50,000 per person, \$100,000 per incident, and \$20,000 property damage. The City shall further be provided with an endorsement to such policy, naming the City as an additional insured.

WORK VALUED ABOVE \$3500

• GUARANTEE OF PERFORMANCE

Furnishing a bond, approved as to surety and form by the City, which shall be held by the City until all work is completed and accepted, that would require completion by the City, should the permittee or his contractor default. The bond amount shall be determined by the City Engineer,
or;

Furnishing to the City an assignment of a savings account, or the placing in trust an amount determined by the City Engineer to be sufficient to assure completion of the work by the City. This savings account or trust shall be conditioned so that no amount may be withdrawn without prior written approval of the City, and shall further provide that, if the work is not performed within the time limit set by the permit, or not done to the satisfaction of the City, then the City may withdraw from the savings account or trust the amount necessary to complete the work.

- Provide and maintain in force a certificate of insurance with limits not less than the following: Personal injury insurance of \$200,000 per person, \$500,000 per incident, and \$100,000 property damages. The City shall further be provided with an endorsement to such policy, naming the City as an additional insured.

STREET CLOSURES

Streets may be closed temporarily if the closure is determined to be a benefit to the public or necessary for public health, safety, or welfare. Any temporary street closure or traffic revision will require advanced approval by the City Engineer, of a written Traffic Control Plan.