



Permit # \_\_\_\_\_

**PUBLIC WORKS DEPARTMENT**  
**PERMIT APPLICATION FOR USE OF RIGHT-OF-WAY OR PUBLIC EASEMENT**

Location of work to be performed: \_\_\_\_\_ Subdivision: \_\_\_\_\_  
Will this work involve \_\_\_\_\_ excavating \_\_\_\_\_ boring \_\_\_\_\_ cutting in the right-of-way?  
What type of work is to be done: \_\_\_\_\_?  
Scheduled Work Date: \_\_\_\_\_ Scheduled Completion Date: \_\_\_\_\_

Name of Company performing the work: \_\_\_\_\_  
Company Address: \_\_\_\_\_  
Contact Person for Company \_\_\_\_\_  
Phone # \_\_\_\_\_ Night # \_\_\_\_\_  
Bonded \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_ Insured \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_

What Company are you performing this work for: \_\_\_\_\_?  
Contact Person \_\_\_\_\_ Phone # \_\_\_\_\_

**APPLICANT AGREES TO THE FOLLOWING RULES:**

1. Permit application processing will take a minimum of 48 hours to complete after approval of construction plans and to provide an approved or denied permit application to applicant. Person submitting the application is required to check City to determine the status of permit application.
2. Construction plans or drawing to accompany application must be accurate and drawn to scale of 1 INCH = 40 FEET. No engineer's seal on drawings will be required at this time. Construction plan or drawing must be submitted to the City for review and approval no less than fifteen days prior to planned date of construction.
3. Additional Permit guidance and Restrictions are attached to this permit application for the information and use of applicant.
4. **Permit must be kept at job site.**
5. Applicant understands that a minimum of 98% compaction is required with in the right-of-way.
6. All work shall be inspected by the Public Works Department before leaving a completed job site. The City requires a four-hour notice of an impending inspection.
7. Any soils testing required will be paid by the permit holder. Applicant shall indemnify and forever hold the City harmless against each and every claim, demand or cause of action that may be made or come against it by reason of, or in any way arising out of the closing, blocking, excavating, cutting, tunneling, or other work by the applicant under permit from the city, if such permit is granted.
8. No open cutting in the City of Roanoke will be allowed unless approved by the Public Works Department and authorized in writing.
9. Compliance with attached Roanoke Permit Guidance and Restrictions and all notification requirements dictated by State Law (1-800-DIG-TESS) required. Failure to comply will automatically void this permit. This permit will expire in 90 days from the date of issuance of this permit.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**City Officials – Use Only**

Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
Line Locates Reviewed: \_\_\_\_\_ Date: \_\_\_\_\_

Comments: \_\_\_\_\_



**Department of Public Works  
PERMIT GUIDANCE AND RESTRICTIONS**

1. Any Utilities (repair or new) – Permit required
  - a. All contractors **shall** compact all ditch lines to 98% density
  - b. All equipment **shall** have street pads on all outriggers
  - c. All areas **shall** be cleaned up and dressed out
  - d. All utilities must have franchise agreement with the City
  
2. Installation of sprinkler systems – Permit required
  - a. No ditch line within two (2) feet running parallel behind curb
  - b. All ditch lines shall be compacted to 98% density and inspected by the City of Roanoke
  - c. All equipment shall have street pads on outriggers
  - d. All areas shall be cleaned up and dressed out
  
3. French Drain
  - a. No curb cut will be accepted. If cut, then curb and gutter **shall** be cut out, removed and reinstalled
  - b. All curbs shall be smooth core (no cut outs)
  - c. All curb cores shall be inspected
  
4. Electrical or telephone pole placement
  - a. Permit required
  - b. Area shall be cleaned up and dressed out
  
5. Boring Restrictions
  - a. **No** missiles allowed in City street Right-Of-Way
  - b. Missiles will be allowed in the rear of residential property provided work is performed in Public Utility Easement
  - c. No boring on weekends will be allowed