

A copy of the approved permit must be on the job site at all times. 48 hours prior to commencing work, the applicant/contractor shall contact the Engineering Inspector _____ At (979) _____

City of Bryan
Engineering Dept.
300 S. Texas Ave
Bryan, Texas 77803
Phone: (979) 209-5030

FAILURE TO CALL INSPECTOR PRIOR TO STARTING WORK WILL RESULT IN PROJECT BEING SHUTDOWN FOR 20 WORKING DAYS



CITY OF BRYAN
The Good Life, Texas Style.™

RIGHT-OF-WAY WORK PERMIT APPLICATION

Permit valid for 90 calendar days from date of approval.

Submit permit application to the Engineering Dept. by email to ROWPermit@bryantx.gov

Public Rights-of-Way means the areas on, below, or above a public roadway, highway, street, public sidewalk, alley, waterway, or utility easement in which the City has an interest.

Applicant (<i>Property Owner, Company, etc.</i>): _____			
Contact Name (<i>if different from above</i>): _____			
Project Location: _____		Permit Type/ Fee: _____/_____	
Mailing Address: _____			
<i>Street address</i>		<i>City</i>	<i>State</i> <i>Zip</i>
Applicant Email: _____		Applicant Phone: _____	
Applicant Fax: _____		<input type="checkbox"/> Check here if work is to be completed by Homeowner	

Description of Work: (Refer to the top of PAGE 3 for requirements regarding drawings. Attach additional page if more room needed to permit)

Contractor Information (*if known*):

Contractor (<i>Individual, Company, etc.</i>): _____			
Contact Name (<i>if different from above</i>): _____			
Mailing Address: _____			
<i>Street address</i>		<i>City</i>	<i>State</i> <i>Zip</i>
Email Address _____		Contractor's License #: _____	
Daytime Telephone: _____		Cell Phone: _____	

TYPE OF PERMT	PERMITTED USE	MINIMUM PERMIT DOCUMENTATION	FEE
TYPE A Special	Contractor, Business or Home owner requiring any of the following: Drop off or delivery of materials (more than one hour). Placing cranes or High lifts in right-of-way. Placing dumpsters or POD's ...etc. in right-of-way. Remodeling/Painting/Pressure Cleaning. Placing a Dumpster (not on private property). Storing building materials. Tree Trimming Other (please explain).	Permit application, sketch of proposed work, Traffic Control Plan	\$ 100.00
TYPE B Utility Construction Above/Below Ground	Gas, wired Cable or wired / wireless Telecommunications within right-of-way or easements of the City of Bryan. Telecommunications companies must be registered with the State of Texas as a Telecommunications company at the time of permitting. Includes poles, attachments, conduits, manholes, vaults, hand holes, etc. Includes services that require crossing streets or easements (overhead or underground)	Permit application, sealed construction drawing, Traffic Control Plan	\$ 500.00
TYPE C Utility Maintenance Above/Below Ground	This permit type is for routine maintenance of existing facilities. Any new installation, even if associated w/ Maintenance activities must require Type B permit.	Permit Application, sealed construction drawing, Traffic Control Plan	\$ 500.00
TYPE D Residential Right-of-Way Construction	Sidewalk repair. Driveway Repair New Driveway Installation Work within green area between roadway and sidewalk Mailbox replacement (brick or concrete mailboxes) Other (please explain).	Permit application and sketch of proposed work, Water meter and sewer clean out must be shown on sketch	\$ 100.00
TYPE E Other	Not specifically covered by permit types A-D. Construction in right-of-way requiring street or sidewalk closure. Detours. Wide Load / Tall Load Monitoring Wells Commercial Driveway reconstruction / maintenance Irrigation Systems Other (please explain).	Permit Application, sealed construction drawing, Traffic Control Plan	\$ 200.00
POLE New Network Pole	New installation of a network pole in the right of way	Additional fee to base fee above	\$ 1,000.00
EXT Permit Extension	Extension of time for existing permit currently under construction, which has not reached its expiration date.	Permit Application	No Fee
RNW Permit Renewal	Permit beyond its expiration date with no work started.	See Types A - E	Dependent upon permit type
PEN Penalty Fee	Work performed within the right-of-way without an approved permit will be required to pay double the normal application fee and remove what was placed in the right-of-way without permit, and submit an application.	See Types A - E	2x permit type fee

(NOTE: PLANS SUBMITTED WITHOUT ALL APPLICABLE REQUIRMENTS WILL BE REJECTED)

- Location map North Arrow Graphic Scale All road names Location in ROW- Width & Depth
- Depth under road/height above road Landmark tie (for field location/verification)
- Existing and New utilities, meters, cleanouts marked Bore profile Pipe size Total pipe length

APPLICATIONS FOR RIGHT-OF-WAY PERMITS WILL INCLUDE

(WHEN APPLICABLE)

- One (1) set of plans. For sealed drawings, 11 x 17 in size sealed by a professional engineer, showing the proposed work within the public right-of-way or easement including the location of all conflicting utilities, existing surface improvements, proposed excavations, boring pits, pole installations, pavement cuts, driveway apron installations, etc. (complete site plan sets are not necessary and may be rejected).
NOTE: All proposed installations shall maintain a minimum horizontal separation of 5 feet from any existing public infrastructure, a minimum vertical separation of 2 feet below any existing public infrastructure, and a minimum 4 feet below any street pavement.
- A check for the application fee made payable to the “City of Bryan”
- A legible site-specific traffic control plan, 11 x 17 in size. Part 6 of the Texas Manual on Uniform Traffic Control Devices (TMUTCD). More complex traffic control plans requiring detours or affecting multiple lanes of traffic will require a traffic control plan sealed by a licensed engineer.
- PUC Certificate for Telecommunication and Cable providers (CTP) and City of Bryan Franchise (if applicable)
- Current Wireless Installation License Agreement with City of Bryan (if applicable)
- Completed forms from Wireless Installation Program Pole Attachment Standards (if applicable)
- Current certificate of insurance (contractor)
- Application filled out completely and signed below by applicant.

NOTE TO APPLICANT (PLEASE READ): The application will not be reviewed until the Engineering Division has received all of the above items.

- The application is reviewed by multiple departments for compliance with City Ordinance and standards.
- Following review of the application, a notification will be sent to the individual listed below identifying any of the following:
 - Additional information that may be required
 - Performance Guarantee Requirements (Bonds, Financial Guarantee)
 - Insurance requirements (\$1,000,000 min. general liability listing the City of Bryan as additional insured.)
 - If contractor is not known at time of application, it must be provided prior to issuance
 - If applicant is a homeowner that will do the work himself/herself, the requirements for Bond and Insurance Certificate will be waived.
- For emergency repairs, the utility company shall notify the City Engineer’s office by phone (979-209-5030) two (2) working days prior to construction followed by submittal of this form to the City Engineer’s office.
- **All work must comply with City of Bryan Design Manual for Right of Way Installations.**

Each contractor, subcontractor, utility company, and telecommunications firm shall be required to provide to the City twenty-four hour contact information whenever working within the City's rights-of-way. The designated individual or individuals shall be required to respond to the City within a reasonable period of time to address any matters involving work within the rights-of-way located within the City.

Complete the necessary information in the space(s) provided below for your particular situation.

EMERGENCY CONTACT INFORMATION

COMPANY

NAME: _____

ADDRESS: _____

CONTACT PERSON: _____ TITLE: _____

24-HOUR TELEPHONE NUMBER: _____

By my signature, I certify that I have read this application and agree that the supplied information above is correct. I agree to comply with all applicable City ordinances, guidelines, standards, and State laws pertaining to the proposed construction. I understand and agree to pay all costs to repair or replace any property damaged while work is being performed under this permit and acknowledge that failure to pay these costs when due will constitute a violation of the terms of the permit and the City may avail itself to any and all legal remedies.

Authorized Signature: _____ Date: _____

OFFICIAL CITY USE ONLY:

Date submitted: _____ Received By: _____

Permit # (if applicable) _____ Approved Rejected

Approval Granted By: _____ Date: _____ Permit Valid Until: _____

Rejected By: _____ Date: _____

Form of Payment: Cash CC Check # _____ Fee Waived: Chapter 283 Franchise Homeowner

Remarks:
