



**STREET OPENING AND/OR
SIDEWALK OBSTRUCTION PERMIT
APPLICATION**

**CITY OF CLEVELAND
DEPARTMENT OF FINANCE**
Division of Assessments & Licenses
601 Lakeside Avenue, Room 122
Cleveland, Ohio 44114

Phone: (216) 664-2174

Hours of Operation:
8:00 a.m. to 4:30 p.m. Weekdays

DALPERMITS@clevelandohio.gov

**BE ADVISED THAT FAXED APPLICATIONS AND/OR DOCUMENTS ARE NOT ACCEPTED.
PLEASE PRINT OR TYPE APPLICATION**

SECTION A: APPLICANT INFORMATION

Date:		STP number: (internally assigned)	
Name of Applicant:			
<input type="checkbox"/>	Company	<input type="checkbox"/>	Contractor
<input type="checkbox"/>		<input type="checkbox"/>	Owner
<input type="checkbox"/>		<input type="checkbox"/>	Other

Name and Address of Company/Owner	
Company	
Address	
City, ST, Zip	
Phone	
Email	
Contact	

Name and Address of Contractor	
Contractor	
Address	
City, ST, Zip	
Phone	
Email	
Contact	

Business ID, Tax ID or Social Security number of Contractor (If applicable):	
Contractor Registration number (If applicable):	

Is Contractor's current insurance policy on file?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Is Contractor's bond on file?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No

Note: If No is selected, proof of insurance and bond must be submitted at the time of application and prior to permit approval.

Permit Delivery Method: Automatic Payment Authorization must be on file.	<input type="checkbox"/>	Counter Pick-up
	<input type="checkbox"/>	Email

Permit Time-Frame:	<input type="checkbox"/>	15 day [or less]	<input type="checkbox"/>	30 day [more than 15 or less than 30 days]
	<input type="checkbox"/>	Other [more than 30 days]		



**STREET OPENING AND/OR
SIDEWALK OBSTRUCTION PERMIT
APPLICATION**

**CITY OF CLEVELAND
DEPARTMENT OF FINANCE**
Division of Assessments & Licenses
601 Lakeside Avenue, Room 122
Cleveland, Ohio 44114

Phone: (216) 664-2174

Hours of Operation:
8:00 a.m. to 4:30 p.m. Weekdays

DALPERMITS@clevelandohio.gov

SECTION B: JOB SITE INFORMATION

WORK ORDER NUMBER

DESCRIPTIVE LOCATION OF JOB SITE:

--

JOB SITE START LOCATION	
Address	
City, ST, Zip	

JOB SITE END LOCATION	
Address	
City, ST, Zip	

<input type="checkbox"/>	Pavement area curb-to-curb
<input type="checkbox"/>	Above ground work

<input type="checkbox"/>	Sidewalk area including tree lawn
<input type="checkbox"/>	Below ground work

Restoration work:	<input type="checkbox"/>	Company/contractor will recap/reseal asphalt
	<input type="checkbox"/>	City will recap/reseal asphalt for an additional fee
	<input type="checkbox"/>	Not Applicable [only applies to non-disruption of asphalt]

Proposed dates of work:	Start		Finish	
Proposed hours of work:	Start		Finish	

ALL APPLICATIONS MUST BE SUBMITTED TO THE DIVISION OF ASSESSMENTS & LICENSES WITH PROPOSED START AND FINISH DATES, AS WELL AS PROPOSED HOURS OF WORK. PLEASE NOTE APPLICATION MUST BE SUBMITTED AT A MINIMUM OF 12 TO 14 BUSINESS DAYS PRIOR TO THE PROPOSED START DATE OF WORK. APPLICATIONS SUBMITTED WITHOUT A PROPOSED START AND FINISH DATE, INCLUDING TBD; OR PROPOSED HOURS OF WORK; OR LESS THAN THE 12 TO 14 DAY MINIMUM WILL NOT BE ACCEPTED.



**STREET OPENING AND/OR
SIDEWALK OBSTRUCTION PERMIT
APPLICATION**

**CITY OF CLEVELAND
DEPARTMENT OF FINANCE**
Division of Assessments & Licenses
601 Lakeside Avenue, Room 122
Cleveland, Ohio 44114

Phone: (216) 664-2174

Hours of Operation:
8:00 a.m. to 4:30 p.m. Weekdays

DALPERMITS@clevelandohio.gov

SECTION C: DESCRIPTION OF WORK

1. Description and type of work to be performed (check all that apply):

<input type="checkbox"/>	Utility installation		
<input type="checkbox"/>	<input type="checkbox"/>	Above ground work	
<input type="checkbox"/>	<input type="checkbox"/>	Below ground work (complete Section C-2)	
<input type="checkbox"/>	Sidewalks		
<input type="checkbox"/>	<input type="checkbox"/>	removal	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	replacement	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	restoration	
<input type="checkbox"/>	Pavement		
<input type="checkbox"/>	<input type="checkbox"/>	removal	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	replacement	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	restoration	
<input type="checkbox"/>	Curb	<input type="checkbox"/>	removal
<input type="checkbox"/>	<input type="checkbox"/>	linear feet	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	replacement	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	restoration	
<input type="checkbox"/>	Driveway aprons		
<input type="checkbox"/>	<input type="checkbox"/>	removal	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	replacement	
<input type="checkbox"/>	Tree lawn		
<input type="checkbox"/>	Obstructions, including but not limited to traffic lanes and/or sidewalks		
<input type="checkbox"/>	Parking meter heads	<input type="checkbox"/>	single
<input type="checkbox"/>	<input type="checkbox"/>	number	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	double	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	number	<input type="checkbox"/>
<input type="checkbox"/>	Other (Explain)		

2. If underground, check all that apply:

<input type="checkbox"/>	Water Main		
<input type="checkbox"/>	<input type="checkbox"/>	Connection	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Hydrant	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Valve	
<input type="checkbox"/>	Sewer Main		
<input type="checkbox"/>	<input type="checkbox"/>	Lateral	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Catch Basin	
<input type="checkbox"/>	Gas Main		
<input type="checkbox"/>	<input type="checkbox"/>	Connection	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Regulator	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Vault	
<input type="checkbox"/>	Electrical Conduit		
<input type="checkbox"/>	<input type="checkbox"/>	Duct	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Vault	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Telephone	# of conduits
<input type="checkbox"/>	<input type="checkbox"/>	Cable Television Conduit	# of conduits
<input type="checkbox"/>	<input type="checkbox"/>	Telecommunications	# of conduits
<input type="checkbox"/>	Steam		
<input type="checkbox"/>	<input type="checkbox"/>	Connection	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Chilled Water Main	
<input type="checkbox"/>	Other (Explain)		



**STREET OPENING AND/OR
SIDEWALK OBSTRUCTION PERMIT
APPLICATION**

**CITY OF CLEVELAND
DEPARTMENT OF FINANCE**
Division of Assessments & Licenses
601 Lakeside Avenue, Room 122
Cleveland, Ohio 44114

Phone: (216) 664-2174

Hours of Operation:
8:00 a.m. to 4:30 p.m. Weekdays

DALPERMITS@clevelandohio.gov

If this is a new facility or relocation/rehabilitation of an existing facility please attach plans and specifications for the construction.

SECTION D: OBSTRUCTION

Will you obstruct the street?		<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
If yes, which lanes?		Size of opening			
Will you obstruct the sidewalk?		<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Size of opening					

SECTION E: MAINTENANCE OF TRAFFIC AND MAINTENANCE OF TRAFFIC REGULATIONS

Traffic shall be maintained and directed by the Commissioner of Traffic Engineering. MOT **MUST BE PROVIDED** with this application. Please complete and submit the **WORK LOCATION AND PROPOSED OBSTRUCTION SKETCH** form on Page 7 of this application indicating your work location and which areas will be obstructed. All MOT devices shall be installed according to Part VI, "Work Zones" of the Manual on Uniform Traffic Control Devices (MUTCD – Millennium Edition). Federal Highway Administration website: www.mutcd.fhwa.dot.gov

- The MOT plan shall include the following information:
 - All existing pavement markings
 - Curb-to-curb width of all affected streets
 - Distances from work zone to nearest intersections
 - Lateral distance from edge of work zone to curb line
- Work that will back up the flow of traffic shall not be performed between the following hours:
 - Monday through Friday, inclusive, 7:00 am to 9:00 am
 - Monday through Friday, inclusive, 3:30 pm to 6:00 pm
- The contractor shall furnish competent flagmen (off-duty police officers may be used) when needed to assist the flow of traffic and for the safe maneuvering of equipment and trucks.
- Pedestrian travel will be accommodated across any sidewalk work area. In the event pedestrian travel is blocked, proper signage will be installed by the contractor that will indicate the closure and direct pedestrians to cross at the nearest signalized intersection (unless directed otherwise by Traffic Engineering). Pedestrian walkways may be necessary as dictated by the Division of Traffic Engineering.
- All trenches and cavities shall be plated during non-working hours.



**STREET OPENING AND/OR
SIDEWALK OBSTRUCTION PERMIT
APPLICATION**

**CITY OF CLEVELAND
DEPARTMENT OF FINANCE**
Division of Assessments & Licenses
601 Lakeside Avenue, Room 122
Cleveland, Ohio 44114

Phone: (216) 664-2174

Hours of Operation:
8:00 a.m. to 4:30 p.m. Weekdays

DALPERMITS@clevelandohio.gov

Describe your plans for maintaining pedestrian traffic.

Describe your plans for maintaining automobile traffic.

APPLICANT SIGNATURE

--



**STREET OPENING AND/OR
SIDEWALK OBSTRUCTION PERMIT
APPLICATION**

**CITY OF CLEVELAND
DEPARTMENT OF FINANCE**
Division of Assessments & Licenses
601 Lakeside Avenue, Room 122
Cleveland, Ohio 44114

Phone: (216) 664-2174

Hours of Operation:
8:00 a.m. to 4:30 p.m. Weekdays

DALPERMITS@clevelandohio.gov

OFFICE USE ONLY			
COMMENTS AND/OR PROVISIONS THAT MUST BE MET TO ACQUIRE A PERMIT.			
TYPES OF PERMITS REQUIRED.			
<input type="checkbox"/>	Street Opening (includes curb cut, street opening, and/or sidewalk area)		
<input type="checkbox"/>	Moratorium Street (special restoration requirements)		
<input type="checkbox"/>	Obstruction	<input type="checkbox"/>	Sidewalk
<input type="checkbox"/>	Pre-pour inspection required		
EXCEPT AS NOTED, APPROVAL OF ALL DEPARTMENTS LISTED BELOW IS NECESSARY.			
		SIGNATURE	DATE
<input type="checkbox"/>	Engineering and Construction		
<input type="checkbox"/>	Engineering and Construction Inspection Section		
<input type="checkbox"/>	Bureau of Sidewalks		
<input type="checkbox"/>	Traffic Engineering		
<input type="checkbox"/>	Mayor's Office of Capital Projects		
<input type="checkbox"/>	Assessments and Licenses		
<input type="checkbox"/>	Police Traffic		
<input type="checkbox"/>	Water Engineering (CWD)		
<input type="checkbox"/>	Sewer Engineering (WPC)		
<input type="checkbox"/>	Electrical Engineering (CPP)		

NOTE: CHECKED BOX REQUIRES SIGNATURE.



**STREET OPENING AND/OR
SIDEWALK OBSTRUCTION PERMIT
APPLICATION**

**CITY OF CLEVELAND
DEPARTMENT OF FINANCE**
Division of Assessments & Licenses
601 Lakeside Avenue, Room 122
Cleveland, Ohio 44114

Phone: (216) 664-2174

Hours of Operation:
8:00 a.m. to 4:30 p.m. Weekdays

DALPERMITS@clevelandohio.gov



WORK LOCATION AND PROPOSED OBSTRUCTION SKETCH

