



City of Cleveland
Justin M. Bibb, Mayor

APPLICATION

Right-Of-Way Registration Certificate

MAYOR'S OFFICE OF CAPITAL PROJECTS
DIVISION OF ENGINEERING AND CONSTRUCTION
601 Lakeside Avenue, Room 518, Cleveland, OH 44114
(216) 664-2384 | rightofwaypermits@clevelandohio.gov

Application Date:		ROW Registration Number (internally assigned)	
Section A: Application Type			
Select which Application type applies: ☐ New ☐ Renewal		If Renewal, previous ROW Registration Number:	
List any ROW permit applications on hold pending this ROW Contractor Registration application:			
Section B: Business Information			
Business Name:			
Business Phone:		Business Email:	
Business Address:		City, State:	Zip:
Contractor Federal ID Number:		Is Business registered with the Department of Building and Housing? ☐ No ☐ Yes	
Emergency Contact Phone:		Emergency Contact Email:	
Section C: Applicant Information			
Applicant Name:			
Applicant Phone:		Applicant Email:	
Applicant is: ☐ Owner ☐ Officer ☐ Employee ☐ Other		If Other, describe:	
Section D: Right of Way Registration History			
Has the Applicant ever registered for a ROW Registration under a different Business name? ☐ No ☐ Yes			
If Yes, previous Business Name:		If Yes, previous ROW Registration Number:	
Has the Applicant's or Business' ROW Registration ever been suspended or revoked? ☐ No ☐ Yes			
If Yes, provide details including dates:			
Has the Applicant or Business engaged in, been convicted of, or pled guilty to fraud, misrepresentation, or deception in the conduct of business? ☐ No ☐ Yes			
If Yes, provide details including dates:			
Has the Applicant or Business been convicted of repeated violations of the City of Cleveland Codified Ordinances 503 or 505 regulating ROW construction in the City? ☐ No ☐ Yes			
If Yes, provide details including dates:			
Has the Applicant or Business received any ROW violation notices from the City of Cleveland in the past 12 months? ☐ No ☐ Yes		If Yes, total number of violations:	If Yes, number of violations not corrected:
Were any question answers marked as "Yes" in this Section? ☐ No ☐ Yes			



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Section E: Officers of Business	
The following are Officer of the Business and may be contacted by the City of Cleveland.	
Officer Name:	Officer Title:
Officer Email:	Officer Phone:
Officer Name:	Officer Title:
Officer Email:	Officer Phone:
Officer Name:	Officer Title:
Officer Email:	Officer Phone:
Section F: Included Attachments	
Required attachments: ☐ Bond ☐ Certificate of Insurance ☐ Payment of \$100	
Section G: Signature	
I do hereby certify that I am familiar with the requirements of the right of way codes of the City of Cleveland. As Applicant and Business, during the past 12 months all required permits have been obtained and that all instances of non-compliance with, or violations of, the right of way codes have been corrected.	
Signature: _____	
Printed Name: _____	
Title: _____	
Date Signed: _____	
Internal Use Only – Do Not Complete	
Previous ROW Registration Number:	Number of ROW violations in past 12 months:
ROW Registration previously revoked ☐ No ☐ Yes	Number of ROW violations remaining:
Comments:	



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General Information

You must submit the following items for a complete ROW Contractor Registration application to be reviewed:

1. Completed Application Form
2. Bond Form
3. Certificate of Insurance
4. Payment of \$100

The ROW Contractor Registration is different from any City of Cleveland Building & Housing Contractor Registrations.

Application Form:	Please complete the application form. Do not leave any necessary spaces blank. Application must be signed by the applicant, who must be an officer or legal signee of the company.
Bond Form:	The applicant must submit a performance bond of the amount that would cost to perform the work being performed within the City of Cleveland Public Right of Way for the annual duration of this ROW Contractor Registration OR submit an umbrella bond in the amount of two hundred fifty thousand dollars (\$250,000.00). Any person providing an umbrella bond will be deemed to have met the performance bond requirements of this section for the duration of the performance bond. A bond form from the surety company meeting the requirements is acceptable.
Certificate of Insurance:	Minimum coverage of \$200,000 is required: Bodily Injury: \$50,000 and \$100,000 Property Damage: \$50,000 Insurance company NAIC must be included The insurance Certificate must also include: 1) City of Cleveland must be "additional insured" 2) City of Cleveland must be "certificate holder" 3) 10 day cancellation notification must be given 4) The words "endeavor to" or "try to" and "but failure to mail such notice shall impose no obligation or liability upon the company, it's agents or representatives" must be deleted.
Insurance Endorsement:	If your insurance agent is not authorized by the insurance company to delete the words in the cancellation clause, have them complete the enclosed endorsement sheet and attach it to the certificate of insurance.
Payment of \$100	At this time payment of \$100 can only be made by check or money order. Please make payment payable to the City of Cleveland.

The complete ROW Contractor Registration application can be submitted by mail or in-person at Cleveland City Hall Room 518 (Addressed: City of Cleveland - MOCAP C/O ROW, 601 Lakeside Ave E. Room 518, Cleveland, Ohio 44114) or emailed to rightofwaypermits@clevelandohio.gov



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Revocation of the ROW Contractor Registration:

This ROW Contractor registration may be revoked by the City of Cleveland if either three occurrences for the following reasons happens during a 365-day time period or the holder performed such an egregious action that the City determines that the said contractor should not work within the public right of way:

- The holder is convicted of a misdemeanor involving moral turpitude or a felony during the renewal period of that Certificate of Registration
- The holder obtained a Certificate of Registration by fraud, misrepresentation or deception
- The holder engaged in fraud, misrepresentation or deception in the conduct of business
- The holder no longer has a valid policy for the required insurance or bond
- The holder used its Certificate of Registration to obtain a permit for another entity
- The holder repeatedly failed to secure permits, inspections, and approvals required under Chapter [503](#) or [505](#).
- The holder repeatedly installed work in an unworkmanlike manner as defined by the Construction Standards and Specifications of the City of Cleveland or not in conformity with permits issued by the City;
- The holder does not provide restoration to work performed as stated by the Construction Standards and Specifications of the City of Cleveland.
- The holder has received written or verbal notifications of violating Construction Standards and Specifications of the City of Cleveland and has failed to remedy such violations; and
- There have been repeated incidents of returned checks for insufficient funds or stop payment without just cause involving the payment of right of way permits.

Stop Work Orders:

The City may issue a Stop Work Order if work is being performed without a valid permit or for the following reasons:

- The work unreasonably interferes with the performance of work by another party who received a City permit before the issuance of permittee's permit; or
- The suspension of the work is necessary for the City to evaluate, prevent, or address a hazard or risk to the health, safety, and welfare of the public; or
- The work performed, or the work being performed, is not within the scope of the work approved by the permit; or
- The work is creating, or has created, unsafe work conditions; or
- The permittee or his or her agent fails to abide by the provisions of these Codified Ordinances; or
- The permittee or his or her agent has violated the conditions of or the rules and regulations governing the permit; or
- The work performed, or the work being performed, fails to comply with the City's specifications and standards.

A permittee whose permit is suspended may appeal to the Board of Right-of-Way Appeals, in writing, within ten (10) days of the City's decision. The City may revoke a ROW permit at any time if the permittee fails to comply with the requirements contained in a Stop Work Order or any law, rule, or regulation relating to the performance of work in the public right-of-way or if permittee's, or its agent's, Right-of-Way Registration is revoked.



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If a ROW permit is suspended, the permittee shall discontinue any work and shall not commence work until the City provides written notification lifting the suspension. If an excavation permit is revoked, a new permit shall be secured before any further work may proceed.

Emergency Permits:

In an emergency, a person may make an excavation or opening or remove pavement in any highway, lane, road, street or alley of the City, provided that the person notifies the ROW Permitting and Enforcement section in writing of the emergency, including a description of the nature of the emergency, and applies for an excavation/obstruction permit within seven (7) calendar days of making the opening. The appropriate excavation/obstruction fee shall accompany the application. Any person failing to notify the ROW Permitting and Enforcement section shall be charged the regular permit fee plus an additional fee of two hundred dollars (\$200.00) to cover the City's administrative costs of identifying and inspecting the excavation made without a permit.

Other Items:

The excavation/obstruction permit shall identify the time period in which the excavation/obstruction must be closed. If the work is not started within the time designated in the ROW permit, the permit may be revoked by the City. If the work has been started but not completed within the time designated in the ROW permit, the permit may be revoked by the City. If the permit is revoked, the City may charge all accrued restoration charges to the permittee. Should the permittee fail to pay all accrued restoration charges within thirty (30) calendar days of receipt of notice, the City may draw, from the permittee's performance bond, funds sufficient to restore the highway, lane, road, street, or alley.

A permittee, in accepting and acting under an excavation permit, agrees to assume full responsibility for injury and damage to persons and property incurred because of any settlement of a restored area, and further agrees to pay all costs involved in reconditioning such areas. If any settlement in a restored area occurs within a period of one (1) year from date of completion of the permanent restoration, it shall be considered as conclusive evidence of defective backfilling. Any expense incurred by the City in correcting such settlement shall be paid by the permittee.

Please remember that if you are performing work within the public right of way, you need to be registered as a ROW contractor. You do not need to be registered as a ROW contractor if:

- You are a public utility company who is performing your own work. If you are a contractor for a utility company or a private utility performing your own work, you must register.
- If you work directly for the City of Cleveland (you are an employee of Cleveland) you do not need to register. If you are a contractor for the City of Cleveland, you must register.



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FAQ

- 1) Is it possible for me to have my ability to work in the ROW of Cleveland revoked after one enforcement action by the City?
 - a. Yes. For instance, if you did not receive a permit for your ROW work, did not call for an inspection of your work, and are performing work that is not per City standards, you would receive a "ROW violation" for each of these. Since it would add up to three (3) violations inside of 365 days, your ROW contractor registration would be revoked. You will not be allowed to perform any work within the ROW until your ROW contractor registration is reinstated.
- 2) If I'm already a registered contractor by the Department of Building and Housing or other City Department, do I still need to register as a ROW Contractor?
 - a. Yes. Regardless of being registered via Building and Housing or other City Departments, you cannot perform work within the public ROW unless you are a registered ROW Contractor after 7/1/2025. This includes B&H and other Depts registrations such as General, Plumbing, Demo, Sewer Builders, etc.
- 3) Where do I mail or drop off the ROW contractor registration application form and payment to?
 - a. Please send to: City of Cleveland - MOCAP C/O ROW, 601 Lakeside Ave E., Room 518, Cleveland, Ohio 44114
- 4) If I am just obstructing the public ROW, do I need to be a registered ROW Contractor?
 - a. It depends. If you are an entity that is obstructing the public right of way for an event, block party, dumpster, then no, you do not need to be registered. If you are penetrating the ground in any way within the ROW, unless you are with the City of Cleveland or a City of Cleveland public utility (not a contractor working for either), you will need to be registered as a ROW contractor. If you are a contractor for a private utility or a private utility performing excavation work in the ROW then you will need to be a registered ROW contractor. This also holds true for contractors for ODOT or Cuyahoga County. If you have a question, then send us an email.
- 5) If I am working on private property, do I need a ROW permit and be a registered ROW contractor?
 - a. If you are working on private property, but will be obstructing any part of the ROW for materials or vehicles, you will need a ROW obstruction permit. If all you are doing is obstructing the ROW for materials or vehicles, you will not need to be a registered ROW Contractor. Example: if you are a plumber and you are fixing the sanitary lateral from the house to the clean out which is on private property, but you need to have some equipment on the sidewalk when performing the work, you would not need to be a registered ROW contractor, but would need a ROW obstruction permit. If during this work, you damage the sidewalk, to have it repaired, you would either need to be a registered ROW contractor or have a registered ROW contractor repair the sidewalk.
- 6) If I have a contract to perform work within the public ROW with an entity (CWD, CPP, WPC, CEI, ATT etc.) and my ROW contractor registration is revoked, can I still perform by contractual duties within the public ROW for that entity?
 - a. You would not be allowed to perform any work, regardless of existing contracts, within the public ROW and are subject to any fines and/or punishment stated for violation of the City of Cleveland Codified Ordinance 503 and/or 505.