



Division of Building and Zoning

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CONSTRUCTION PERMIT APPLICATION

CONTRACTOR IDENTIFICATION

Company Name: _____ Contact Name: _____
Address: _____ City: _____ State: _____ Zip: _____
Phone Number: _____

FACILITY OWNER/SERVICE PROVIDER

Company Name: _____ Contact Name: _____
Address: _____ City: _____ State: _____ Zip: _____
Phone Number: _____

ADDITIONAL INFORMATION

Applications for permits to construct, reconstruct, or install facilities, or excavate within the right-of-way shall be submitted on forms provided by the City. The applications shall be accompanied by drawings, plans and specifications in sufficient detail to demonstrate:

- a) A preliminary construction schedule.
- b) That the facilities will be constructed, reconstructed, installed, maintained or repaired, or the public right-of-way excavated in accordance with all applicable codes, rules, and regulations.
- c) If the applicant is proposing to construct, reconstruct, install, maintain, repair, or locate facilities above ground:
 - i) Evidence that surplus space is available for locating its facilities on existing utility poles along the proposed route;
 - ii) The location and route of all facilities to be located or installed on existing utility poles.
- d) If the applicant is proposing an underground installation of new facilities in existing ducts, pipes, or conduits in the public right-of-way, information in sufficient detail to identify:
 - i) The excess capacity currently available in such ducts or conduits before the installation of the applicants facilities.
 - ii) The excess capacity, if any, that will exist in such ducts or conduits after installation of the applicant's facilities
- e) If the applicant is proposing an underground installation of new facilities in new ducts or conduits to be constructed in the public right-of-way;
 - i) the location and depth proposed for the new ducts or conduits; and
 - ii) the excess capacity that will exist in such ducts or conduits after installation of the applicant's facilities.
- f) The location and route of all facilities to be located under the surface of the ground, including the line and grade proposed for the burial at all points along the route which are in the public right-of-way. Included with the installation shall be magnetic and florescent tape placed at a minimum of one foot to a maximum of two feet above the entire facility as installed for the purpose of locating the facility during future construction activities or other such location device as approved by the director. The tape shall be marked with the type of facility installed as approved by the City.
- g) The location of all known existing underground utilities, conduits, ducts, pipes, mains, and installations that are in the public right-of-way along the underground route proposed by the applicant.
- h) The location(s), if any, for interconnection with the facilities of other service providers.
- i) The construction methods to be employed for protection of existing structures, fixtures, and facilities in or adjacent to the public right-of-way.
- j) The structures, improvements, facilities, and obstructions, if any, that the applicant proposes to temporarily or permanently remove or relocate.
- k) The impact of construction, reconstruction, installation, maintenance, or repair of facilities on trees in or adjacent to the public right-of-way along the route proposed by the applicant, together with a landscape plan for protecting, trimming, removing, replacing, or restoring any trees or areas disturbed during construction.
- l) Information to establish that the applicant has obtained all other governmental approvals and permits to construct and operate the facilities and to offer or provide the services.

CONSTRUCTION CODES

Facilities shall be constructed, reconstructed, installed, repaired, operated, excavated, and maintained in accordance with all applicable federal, state, and local codes, rules, regulations, and technical codes including, but not limited to, the National Electrical Safety Code.

TRAFFIC CONTROL PLAN

All permit applications which involve a lane obstruction or work on, in, under, across, or along any public right-of-way shall be accompanied by a traffic control plan demonstrating the protective measures and devices that will be employed, consistent with the ODOT's Uniform Manual of Traffic Control Devices and other applicable ODOT regulations, to prevent injury or damage to persons or property and to minimize disruptions to efficient pedestrian and vehicular traffic. The Director may require the service provider to use and employ the city police force for traffic control.

COORDINATION OF CONSTRUCTION ACTIVITIES

All service providers are required to cooperate with the City, including its service and safety forces, and with each other. All construction, reconstruction, installation, excavation, activities, and schedules shall be coordinated, as ordered by the Director, to minimize public inconvenience, disruption, or damages.

MODIFICATIONS OF CONSTRUCTION SCHEDULE

The service provider may modify the construction schedule at any time provided that forty-eight (48) hours advance notice is given to the Director. The service provider shall further notify the Director and the Ohio Utility Protection Service (OUPS) not less than forty-eight (48) hours in advance of any excavation or work in the public right-of-way.

LEAST DISRUPTIVE TECHNOLOGY

To the extent reasonably possible, all facilities shall be constructed, reconstructed, installed, maintained, or repaired in the manner resulting in the least amount of damage and disruption of the public right-of-way. Unless otherwise authorized by the Director for good cause, service providers constructing, reconstructing, installing, maintaining, or repairing underground facilities shall utilize trenchless technology, including, but not limited to, horizontal drilling, directional boring, and micro-tunneling, if technically and/or technology feasible.

COMPLIANCE WITH PERMIT

All construction practices and activities shall be in accordance with the construction permit and approved final plans and specification for the facilities. The Director shall be provided access to the work and such further information as he/she may require ensuring compliance with such requirements. Field changes may be approved by the city manager if such changes are determined to be necessary due to site conditions or other changed circumstances.

DISPLAY OF PERMIT

The service provider shall maintain a copy of the construction permit and approved plans at the construction site, which shall be displayed and made available for inspection by the Director at all times when construction work is occurring.

Any service provider planning a capital improvement may submit a joint application for (i) consent to occupy/use the right-of-way pursuant to Section 945.02; and (ii) a construction permit. The City is not required to take action on the construction permit until ten (10) days after granting consent to occupy/use the public right-of-way.

NON-COMPLYING WORK

Upon order of the Director, all work that does not comply with the permit, the approved plans and specifications for the work, or the requirements of this chapter, shall immediately cease and shall be immediately removed and/or corrected by the service provider.

RECORD DRAWINGS

Within sixty (60) days after completion of construction, the service provider shall furnish the City with two (2) complete sets of plans, drawn to scale and certified to the City as accurately depicting the location of all facilities constructed pursuant to the permit. At such time, the service provider shall submit the record drawings in a digital format compatible with the city's current computer software.

RESTORATION OF IMPROVEMENTS

Upon completion of any construction work the service provider shall promptly repair any and all public right-of-way and provide property improvements, fixtures, structures and facilities which were damaged during the course of construction, restoring the same as nearly as practicable to its condition before the start of construction.

LANDSCAPE RESTORATION

All trees, landscaping, and grounds removed, damaged, or disturbed as a result of the construction, reconstruction, installation, maintenance, repair, or replacement of facilities must be replaced or restored as early as may be practicable, to the condition existing prior to performance of work, except to the extent that tree trimming is necessary to prevent the interference of tree branches with overhead facilities.

All restoration work within the public right-of-way shall be done in accordance with landscape plans approved by the Director.

CONSTRUCTION AND COMPLETION BOND

Prior to issuance of a construction permit the service provider shall provide the City with a construction bond written by a corporate surety acceptable to the City equal to at least one hundred percent (100%) of the estimated cost of the constructing, reconstructing, installing, or repairing the service provider's facilities or excavation in the public right-of-way of the City, or such lesser amount as the Director may determine to adequately protect the City's interest. The construction bond shall be deposited with the City prior to commencing construction.

- a) The construction bond shall remain in force until eighteen (18) months after substantial completion of the work, as determined by the Director, including restoration of public right-of-way and other property affected by the construction.
- b) The construction bond shall guarantee to the satisfaction of the city:
 - i) timely completion of construction;
 - ii) construction in compliance with applicable plans, permits, technical codes and standards;

- iii) proper location of the facilities as specified by the City;
 - iv) restoration of the public right-of way and other property affected by the construction;
 - v) the submission of record drawings, in both written and digital format, after completion of the work as required by this chapter; and
 - vi) timely payment and satisfaction of all claims, demands, or liens for labor, material, or services provided in connection with the work.
- c) in lieu of filing a construction bond with the City for each construction permit, a service provider with the approval of the Director, may file an annual construction bond (or annual bond) in the form described above in the amount that the Director may determine will adequately protect the City's interests as described above.

RESPONSIBILITY OF OWNER

The owner of the facilities to be constructed, reconstructed, installed, located, operated, maintained, or repaired and, if different, the service provider, is responsible for performance of and compliance with all provisions of this section.

ISSUANCE OF PERMIT

Within ten (10) business days after submission of all plans and documents required of the applicant, the Director, if satisfied that the applications, plans, and documents comply with all requirements of the Chapter, shall issue a construction permit authorizing the construction, reconstruction, installation, maintenance, or repair of the facilities or excavation in the public right-of-way subject to such further conditions, restrictions, or regulations affecting the time, place, and manner of performing the work as the Director may deem necessary or appropriate. Such ten (10) business day period shall begin after all submissions are deemed by the Director to be in accordance with the requirements of, including information submitted in the form required by this chapter.

I, _____ hereby acknowledge that I have read and understand the information described in this construction permit application. All information that I have provided is true and accurate to the best of my knowledge.

Signature _____

Date Signed: _____

Do not write below this line - OFFICE USE ONLY

Permit # _____

Date Received: _____

Date Approved: _____

Approval Signature: _____