



**CITY OF CLEVELAND**  
Mayor Frank G. Jackson

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

DEPARTMENT OF FINANCE  
DIVISION OF ASSESSMENTS AND LICENSES  
601 Lakeside Avenue, Room 127, Cleveland, OH 44114-1015  
216.664.2174 / [DALPermits@city.cleveland.oh.us](mailto:DALPermits@city.cleveland.oh.us)

**BE ADVISED THAT FAXED APPLICATIONS AND/OR DOCUMENTS ARE NOT ACCEPTED.  
APPLICATION IS TO BE COMPLETED ONLINE, PRINTED THEN SENT VIA EMAIL TO  
[DALPermits@city.cleveland.oh.us](mailto:DALPermits@city.cleveland.oh.us)**

**SECTION A: APPLICANT INFORMATION**

Date:	STP number: (internally assigned)
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Name of Applicant:				
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<input type="checkbox"/>	Company	<input type="checkbox"/>	Contractor	<input type="checkbox"/>	Owner	<input type="checkbox"/>	Other
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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?	Yes / No
Is Contractor's bond on file?	Yes / 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 Type:	
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Permit Time Length:		
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**SECTION B: JOB SITE INFORMATION**

DESCRIPTIVE LOCATION OF JOB SITE:


JOB SITE START LOCATION	
Address	
City, ST, Zip	

JOB SITE END LOCATION	
Address	
City, ST, Zip	

	Pavement area curb-to-curb
	Above ground work

	Sidewalk area including tree lawn
	Below ground work

Restoration work:	
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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 THE 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.**



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### SECTION C: DESCRIPTION OF WORK

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

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

2. If underground, check all that apply:

Water Main			
	Connection	Hydrant	Valve
Sewer Main			
	Lateral	Catch Basin	
Gas Main			
	Connection	Regulator	Vault
Electrical Conduit			
	Duct	Vault	
	Telephone	# of conduits	
	Cable Television Conduit	# of conduits	
	Telecommunications	# of conduits	
Steam			
	Connection	Chilled Water Main	
Other (Explain)			



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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?			Yes / No
If yes, which lanes?		Size of opening	
Will you obstruct the sidewalk?			Yes / 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](http://www.mutcd.fhwa.dot.gov)

1. The MOT plan shall include the following information:
  - a. All existing pavement markings
  - b. Curb-to-curb width of all affected streets
  - c. Distances from work zone to nearest intersections
  - d. Lateral distance from edge of work zone to curb line
2. Work that will back up the flow of traffic shall not be performed between the following hours:
  - a. Monday through Friday, inclusive, 7:00 am to 9:00 am
  - b. Monday through Friday, inclusive, 3:30 pm to 6:00 pm
3. 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.
4. 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.
5. All trenches and cavities shall be plated during non-working hours.



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Describe your plans for maintaining pedestrian traffic.


Describe your plans for maintaining automobile traffic.


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**APPLICANT SIGNATURE**



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## OFFICE USE ONLY

**DO NOT COMPLETE THIS SECTION**

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)	

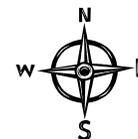
NOTE: CHECKED BOX REQUIRES SIGNATURE.



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## WORK LOCATION AND PROPOSED OBSTRUCTION SKETCH

