

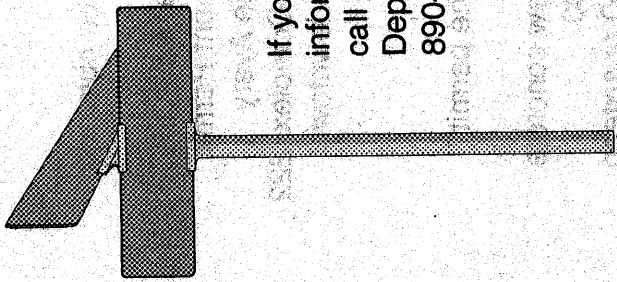
Application

Fill out a right-of-way permit application form at the Inspections Department. Only original copies will be accepted (i.e. no faxed applications).

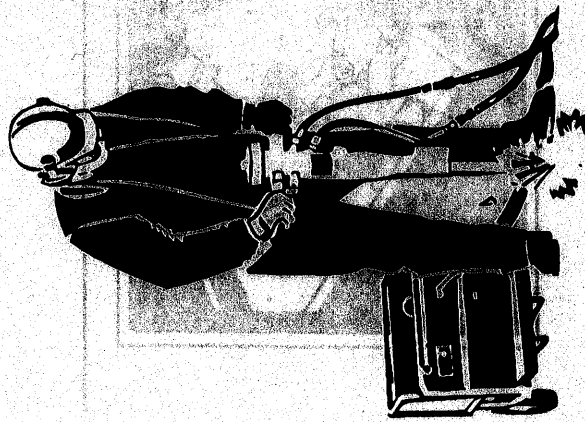
Provide the following information:

- contractor (name of business or person doing the work), address, telephone number; permit fee (see fee schedule)
- project address and/or suite number;
- if applicable -- subdivision, lot number; tenant;
- if leased property -- property owner, address, telephone number;
- project contact person (person familiar with the project), address, telephone number; permit fee (see fee schedule)
- type of work to be done (driveway, sidewalk, maintenance, or construction); and
- size of project (i.e., driveway -- how many? sidewalk -- linear feet).

Once all of the above requirements have been met, the Inspections Department staff will issue the right-of-way permit and you can begin your project.



If you need additional information, please call the Inspections Department at (919) 890-3450.



How To Obtain A Right-Of-Way Permit

Prepared by the City of Raleigh Inspections Department

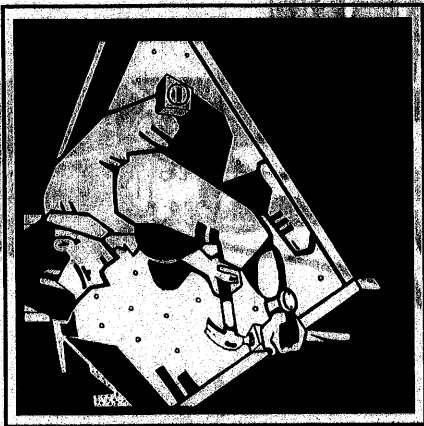
"We're Shaping Raleigh's Future Together"



CITY OF RALEIGH

INSPECTIONS DEPARTMENT
(919) 890-3450

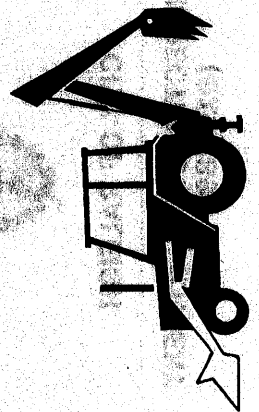
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General Information

Why do I need a right-of-way permit?

You need a right-of-way permit before pouring a concrete driveway, sidewalk, or performing maintenance and construction work within five feet (5') of (or) on a City of Raleigh right-of-way. A right-of-way permit protects the City from possible right-of-way damage left by a contractor or person doing the work.



Where may permits be obtained?

Permits may be obtained in the Inspections Department Permit Office, 4th floor of the Avery Upchurch Municipal Complex, 222 W. Hargett Street in downtown Raleigh.

What is the cost of the permit?

- Permits to pour new concrete driveways....\$50.00
- sidewalks....\$50.00 or sixteen (\$0.16) per linear foot, whichever is greater.
- Fee for maintenance or construction work to existing driveway, sidewalk, gutter or curb (i.e. repairs)....\$50.00.

How long will it take to obtain a permit?

Upon receipt of a current Certificate of Eligibility and completed application form, a permit can be issued in a short processing time while you wait.

Certificate of Eligibility

A current Certificate of Eligibility must be filed in the Inspections Department's contractor file. A \$10.00 fee is assessed for the certificate and it must be renewed annually by the original issue date.

What are the requirements for getting a Certificate of Eligibility?

- Pick up a form 1240-10 (\$5,000 "Right of Way Bond") from the Inspections Department and have your insurance company fill it out.
- Take the form to a surety bond company and have them affix their seal.
- Have the form notarized.
- Attach a power-of-attorney form.
- Have your insurance company complete a Certificate of Liability Insurance form confirming that the contractor has at least \$300,000 of general liability insurance. The City of Raleigh must be listed as the certificate holder.
- The Certificate of Liability can be faxed by the insurance company, but the original copy must be received by the Inspections Department within five (5) days.