



# EMERGENCY

## 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

216.664.2751 / [DALPermits@clevelandohio.gov](mailto:DALPermits@clevelandohio.gov)

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

Date:				STP number: (internally assigned)			
Name of Applicant:							
Company	Contractor	Owner	Other				

### EMERGENCY – DEFINITION OF A PRIMARY EMERGENCY

An emergency is a situation that requires prompt, immediate corrective action resulting from a sudden, unexpected occurrence or a condition that presents an unacceptable degree of immediate risk. Make your selection below. Each situation will be handled on an individual basis.

Primary Emergency:
Other: Secondary Emergency

### SECTION A: APPLICANT INFORMATION

Name and Address of Company/Owner		Name and Address of Contractor	
Company		Contractor	
Address		Address	
City, ST, Zip		City, ST, Zip	
Phone		Phone	
Email		Email	
Contact		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. APPLICATIONS SUBMITTED WITHOUT A PROPOSED START AND FINISH DATE, INCLUDING TBD; OR PROPOSED HOURS OF WORK; 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
Pavement			
		removal	replacement
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.


**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.

	Street Opening (includes curb cut, street opening, and/or sidewalk area)		
	Moratorium Street (special restoration requirements)		
Obstruction		Sidewalk	Pre-pour inspection required

## EXCEPT AS NOTED, APPROVAL OF ALL DEPARTMENTS LISTED BELOW IS NECESSARY.

	SIGNATURE	DATE
Engineering and Construction		
Engineering and Construction Inspection Section		
Bureau of Sidewalks		
Traffic Engineering		
Mayors Office of Capital Projects		
Assessments and Licenses		
Police Traffic		
Water Engineering (CWD)		
Sewer Engineering (WPC)		
Electrical Engineering (CPP)		

NOTE: CHECKED BOX REQUIRES SIGNATURE.



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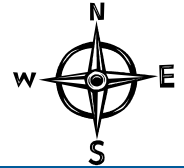
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## WORK LOCATION AND PROPOSED OBSTRUCTION SKETCH

