



CITY OF DETROIT
DEPARTMENT OF PUBLIC WORKS
CITY ENGINEERING DIVISION

65 CADILLAC SQUARE
1000 CADILLAC TOWER
DETROIT, MICHIGAN 48226-2873
PHONE 313 • 224 • 3949
FAX 313 • 224 • 3471
WWW.CI.DETROIT.MI.US

**City of Detroit
Department of Public Works
City Engineering Division**

**Permit Center
65 Cadillac Square, Suite 1000
Detroit, MI 48226**

**(313) 224-3935 Office
(313) 224-1778 Fax**

**HOW TO OBTAIN A PERMIT
FROM CITY ENGINEERING**

DAVE BING, MAYOR



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PROCEDURE TO OBTAIN PERMITS FOR CONSTRUCTION ACTIVITIES IN THE CITY'S RIGHT-OF-WAY (R.O.W.)

February 1, 2011

Public Right-Of-Way (R.O.W.) "Open Cut" Permit Procedure

In accordance with Detroit Code section 50, article 3 it is necessary to obtain a permit from the City Engineering Division-DPW prior to any construction activities within a street, alley, sidewalk or berm/green area.

Permits can be obtained over-the-counter at Cadillac Towers, 65 Cadillac Square, Suite 1000: subject to the stamped approvals of other City agencies. (NOTE: Sometimes more than one employee is authorized to review and/or approve permit applications within a City agency. You can call or ask at the respective locations listed.) Generally, listed below are the City Engineering Division-DPW contacts for the review of public right-of-way "open cut" permit applications:

Please submit (3) approved copies of each right-of-way drawings to City Engineering Division-DPW, which include locations and dimensions of the proposed, "Open Cut" size thereof and proposed structures to be placed therein. The application shall state the purpose of the proposed "open cut" or other excavations to be made; the type of pavement or surface to be disturbed; and the proposed, "start" and "finish" dates.

Permit issuance is subject to the advance payment with the exception of Telecommunication Providers (under 2002 Public Act 48). The current cost is \$400.00 per day Monday through Friday (subject to change Saturday = 1.5 times daily rate; Sunday = 2 times daily rate) that includes the use of the right-of-way.

1. Public Lighting Department
Andrew Crawford
9449 Grinnell (near City Airport)
(313) 267-7220
2. Traffic Engineering Division - DPW
Prasad Nannapaneni
2633 Michigan Avenue
Detroit, MI 48216
(313) 628-5603

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3. Traffic Engineering Division – DPW
Stella Kulangara
2633 Michigan Avenue
Detroit, MI 48216
(313) 224-1733
4. For work within the Central Business District:
Traffic Engineering Division – DPW
Ghassan Khalaf
2633 Michigan Avenue
Detroit, MI 48216
(313) 224-1268 Office
(313) 224-1304 Fax
5. Water and Sewerage Department
Gang Song
735 Randolph, Room 104
Detroit, MI 48226
(313) 964-9286
6. Water and Sewerage Department
Gilbert Lee
735 Randolph
Detroit, MI 48226
(313) 964-9226
7. City Engineering Division – DPW
Street Design Bureau
65 Cadillac Square, 9th Floor
Detroit, MI 48226
(313) 224-3949
8. City Engineering Division – DPW
Permit/Inspection Bureau
Michael Twyman
65 Cadillac Square, 10th Floor
Detroit, MI 48226
(313) 224-3935

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9. For work outside the Central Business District
Fiber Optic Contractors Only
If you are a contractor providing Fiber Optic Service you must also get an approval from:
Detroit Cable Commission
243 W. Congress, Suite 1000
Detroit, MI 48226
(313) 224-2100
10. All soil boring and monitoring wells - must submit plans to:
City of Detroit
Buildings, Safety Engineering and Environmental Dept.
2 Woodward Avenue, Room 401.
Detroit, MI 48226
Contact: Paul T. Max, General Manager (313) 471-5110

Specifications: The City Engineering Division – DPW publishes a “Standard Specifications for Paving and Related Construction” manual. Construction work must comply with specifications in this manual. The publication is available at City Engineering Division – DPW, 65 Cadillac Square, Suite 1000, (313) 224-3935 for \$25.00 per copy.

Right-of-way Flat Work: All concrete streets, alleys, sidewalks and drive approaches constructed by a contractor shall have the contractor’s name and the year in which the pavement was laid, carefully and clearly impressed in the concrete surface of each end slab, as directed by the Engineer. The stamp or plate used for marking shall have an approximate outside dimension of 4” x 6”. The stamp will be considered incidental to the cost of construction. NO concrete may be placed in the City of Detroit right-of-way without the stamp being shown to the Inspector on site.

Encroachments: The placement of obstruction by the owner of private property on, above or below public rights-of-way (including public alleys) may require the resolution/approval of City Council and separate “encroachment” permits. Questions regarding “encroachments” should be directed to the City Engineering Division – DPW, Survey Bureau (313) 224-3970.

Central Business District: All Contractors working in the Central Business District (the area surrounded by the Detroit River to the South, Lodge Freeway to the West, Fischer Freeway I-75 to the North and Chrysler Freeway I-375, to the East (E) must first submit a set of plans to Traffic Engineering (2633 Michigan Avenue, Prasad



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Nannapaneni) who will take the plans and present them to the Technical Review Committee (TRC). This committee will review the Right-of-Way permit request, traffic congestion, considering the emergency vehicle access, downtown events, parking, etc. The TRC and PMT meet weekly. Contractors should allow time in the permit process for permit applications/plans to be approved by the TRC. A permit for work within the Central Business District WILL NOT be issued until TRC/PMT approve the plans.

People Mover: All Contractors working within fifty feet (50') of the Detroit People Mover MUST obtain a permit/sign-off from the Detroit People Mover, 1250 Park Place, Detroit, MI 48226, (313) 963-0171.

RD:MT/kp

DAVE BING, MAYOR

DPW-City Engineering Division
 65 Cadillac Square
 900 Cadillac Tower
 Detroit, Michigan 48226

CITY OF DETROIT
PERMIT APPLICATION

APPLICATION NUMBER
PERMIT NUMBER

APPROVALS

CITY ENGINEER	
BY	BY (PERMIT BUREAU)
DATE	DATE

APPLICATION IS HEREBY MADE BY:	JOB NUMBER
--------------------------------	------------

TO PERFORM WORK IN

BETWEEN _____ STREET

AND _____ STREET

FOR PURPOSE OF _____ STREET

STARTING WORK DATE	FINISHING DATE	STREET UNDER CONSTRUCTION <input type="checkbox"/> YES <input type="checkbox"/> NO
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KIND OF SURFACE OR PAVEMENT	OPENINGS	
	NUMBER	SIZE
MUD		
B.C.		
ASPHALT		
CONCRETE		

DESCRIPTION OF WORK TO BE DONE AND REMARKS

PLAN IN DUPLICATE ATTACHED <input type="checkbox"/> YES <input type="checkbox"/> NO	APPLICANT
--	-----------

PER	PHONE
DATE	

Mail or deliver this bond to the Consumer Affairs Department, Business License Center,
105 Coleman A. Young Municipal Center, Detroit, Michigan 48226.
Office Hours: 8:30 A.M. to 4:30 P.M.

UNIFORM SURETY BOND

(SURETY BOND NUMBER)

NOTE: Unless Instructions on the attached sheet are followed, this bond will be invalid.

KNOWN ALL MEN BY THESE PRESENTS, THAT (1) _____ as principal,

Business Address (2) _____

and (3) _____ as surety
are held and firmly bound unto the City of Detroit, County of Wayne, State of Michigan, in the penal sum of

(4) _____ Dollars,
lawful money of the United States of America, to be paid to the City of Detroit, or to its certain Attorney, to
which payment well and truly to be made, we and each of us do bind ourselves, our heirs, executors, and
administrators, jointly and severally, and every one of them firmly by these presents.

In consideration of this surety, the principal may perform the lawful services by permit or license that
are inherent in the occupation of (5) _____
provided that the principal meets all of the requirements as stated in said resolution or code of the City of Detroit
Ordinances, or Building Codes (6) _____

as well as any other conditions that may be required under any present or future ordinances or codes that
may be enacted by the City of Detroit.

NOW, THEREFORE, The condition of this obligation is such that the said principal shall save
harmless and indemnify the City of Detroit from all claims, damages, expenses, suits and proceedings of
every kind and nature which may arise by reason of the issuance of said permit and/or license, and shall
observe the faithful performance of the terms of said ordinance, code, or permit, then this obligation to be
null and void, otherwise to remain in full force and effect. Coverage hereunder shall be for the term starting
as of
(7) _____ 20 _____, and expiring on (8) _____ 20 _____.
(SEE INSTRUCTIONS)

Signed, sealed and dated this (8a) _____ day of _____ 20 _____.

Sealed and delivered in presence of:

WITNESS TO PRINCIPAL

(12) _____ (9) _____
(Signature of Witness) (Signature of Principal) (Seal, if a Corporation)

(13) _____ (10) _____
(Print or type name of witness) (Print or type name of Principal)

(14) _____ (11) _____
(Address of witness) (Print or type title of Principal)

WITNESS TO SURETY

(18) _____ (15) _____
(Signature of witness) (Name of Surety Company)

(19) _____ (16) _____
(Print or type name of witness) (Signature of Attorney-in-Fact)

(20) _____ (17) _____
(Address of witness) (Print or type name of Attorney-in-fact)

APPROVED AS TO FORM AND EXECUTION

Date _____ Reg. No. _____

(Detach)

DO NOT RETURN THIS INSTRUCTION SHEET WITH THE ATTACHED BOND.

BOND MUST BE COMPLETED ACCORDING TO THE FOLLOWING INSTRUCTIONS.

- Space 1 - Insert the name or names under which your firm does business and specify whether it is a corporation, partnership, or sole proprietorship.
If a corporation, mention the state in which it is incorporated. If it is a foreign corporation attach to the bond a certificate from the Michigan Corporation and Securities Commission authorizing it to do business in the State of Michigan.
If a partnership, one or all of the partners may execute the bond and attach a certificate of co-partnership from the County Clerk's office.
If a sole proprietorship, which is doing business under an assumed name, attach to the bond an assumed name certificate from the County Clerk's office.
- Space 2 - Insert business address.
- Space 3 - Insert the name of the surety company, and the state where it is incorporated.
- Space 4 - Spell out the amount of the bond as shown in the chart on the reverse side.
- Space 5 - Fill in the occupation as listed on the chart on the reverse side.
- Space 6 - Fill in applicable ordinance or building code citation as shown in the chart on the reverse side.
- Space 7 - The surety company inserts the stating date.
- Space 8 - The surety company inserts the expiration date.
- Space 8a - The surety company inserts the date of execution.
- Space 9 - Authorized officers of a *corporation*, or a partner of a *partnership*, or the owner of a *sole proprietorship*, sign in this space.
If a corporation, the corporate seal must be affixed and the title of the signatory shown. If the officer signing is other than President of the corporation, a certificate signed by the Secretary shall be attached to the bond certifying to the authority of the officer signing. Indicate therein whether such authority to execute the bond on behalf of the corporation stems from its by-laws or from a resolution of the board of directors. If the bond is executed by the Secretary, said certificate shall be executed by a higher ranking officer.
- Space 10 - Name as used in Space 9 is typed or printed in this space.
- Space 11 - Print or type title of principal shown in space 10.
- Space 12 - Witness of signature in Space 9 signs here.
- Space 13 - Name of witness in Space 11 is typed or printed here.
- Space 14 - Home address of witness in Space 10 is entered here.
- Space 15 - Insert the name of the surety company.
- Space 16 - Signature of the Attorney-in-Fact for the surety company.
- Space 17 - Print or type the name of the Attorney-in-Fact for the surety company.
- Space 18 - Witness of signature in Space 16 signs here.
- Space 19 - Name as used in Space 18 is printed or typed here.
- Space 20 - Home address of witness in Space 19 is entered here.

(Continued on reverse side.)

IMPORTANT: Examples of occupations used in completing spaces 4, 5, and 6.

OCCUPATION	MUNICIPAL CODE - CITY OF DETROIT OR BUILDING CODE CITATION	BOND AMOUNT	EXPIRATION DATE
Amusements	Chapter 5 of Municipal Code	\$1,000	July 1
Auctioneer	Chapter 7 of Municipal Code	\$1,000	May 1
Builder of Artificial Stone Sidewalks (Right-of-way, plumbing, soil borings, etc.)	Chapter 50 of Municipal Code	\$2,500 (see footnote 1)	Dec. 31
Dealer in Used Auto Parts Only	Chapter 49 of Municipal Code	\$1,000	Jan. 1
Dealer in Used Auto Parts, and Wrecking	Chapter 49 of Municipal Code	\$3,000	Jan. 1
Dry Cleaning and Laundering Plants	Chapter 28 of Municipal Code	\$1,000 (see footnote 4)	July 1
Erector of Awnings and Hoods	Building Code, Pars. 12-11-40	\$5,000	Dec. 31
Erector of Signs and Poster Boards	Building Code, 19061	\$5,000	Dec. 31
Erector or Owner of Canopies	Building Code 12-11-40	\$5,000	Renewable Annually
Handler of Explosives	Chapter 19 of Municipal Code	\$5,000	Dec. 31
Hauler of Extraordinary Loads	Chapter 55 of Municipal Code	Class A - \$1,500 Class B - \$2,500	Dec. 31
Itinerant Vendor	Chapter 41-3-1	\$1,000	120 Days
Junk Dealer	Chapter 49 of Municipal Code	\$2,000	April 1
Mover of Houses or Other Residential Structures	Chapter 9 of Municipal Code	\$20,000 (see footnote 2)	Dec. 31
Operator of Snow Removal Equipment	Chapter 50 of Municipal Code	\$5,000 (see footnote 5)	Sept. 30
Pawnbroker	Michigan Statutes Annotated 49-5-1	\$3,000	Nov. 1
Second Hand Jewelry	Chapter 49 of Municipal Code	\$200	Nov. 1
Soliciting Fire Repair Contracts	Chapter 19 of Municipal Code	\$1,500	April 1
Wrecking Contractor	Building Code Sec. 12-11-20.7	\$50,000 (see footnote 3)	Dec. 31

(Use blank space for occupations not listed above)

FOOTNOTES TO ABOVE CHART.

- This ordinance requires that the principal keep and maintain all sidewalks which the principal constructs during the term of this bond in good repair and fit for public travel for a period of five years from the date of completion; and also to faithfully observe the specifications of the Department of Public Works of the City of Detroit for the laying and construction of sidewalks.
- A liability policy in the names of the principal and the City of Detroit is also required. Limits are: Public Liability \$10/20,000 and Property Damage \$2,000.
- A liability policy in the names of the principal and the City of Detroit is also required. Limits are: Class A — Public Liability \$250/500,000 and Property Damage \$250/500,000. Class B — Public Liability \$100/300,000 and Property Damage \$100/300,000. A Workmen's Compensation Certificate is also required.
- Evidence of a bailee insurance policy is in effect for the period of the license.
- A liability policy in the names of the principal and the City of Detroit is also required. Limits are: Public Liability \$100/300,000 and Property Damage \$50,000.

(Continued on reverse side)

SURETY BOND

Walk Through Process



Coleman A Young Bldg

2 Woodward Ave.

Law Department

Room # 500

Tel: 313 224 4550



Coleman A Young Bldg

2 Woodward Ave.

BSED/ Business Licenses

Room # 105

*Tel: 313 224 0301 or
313 224 3179*



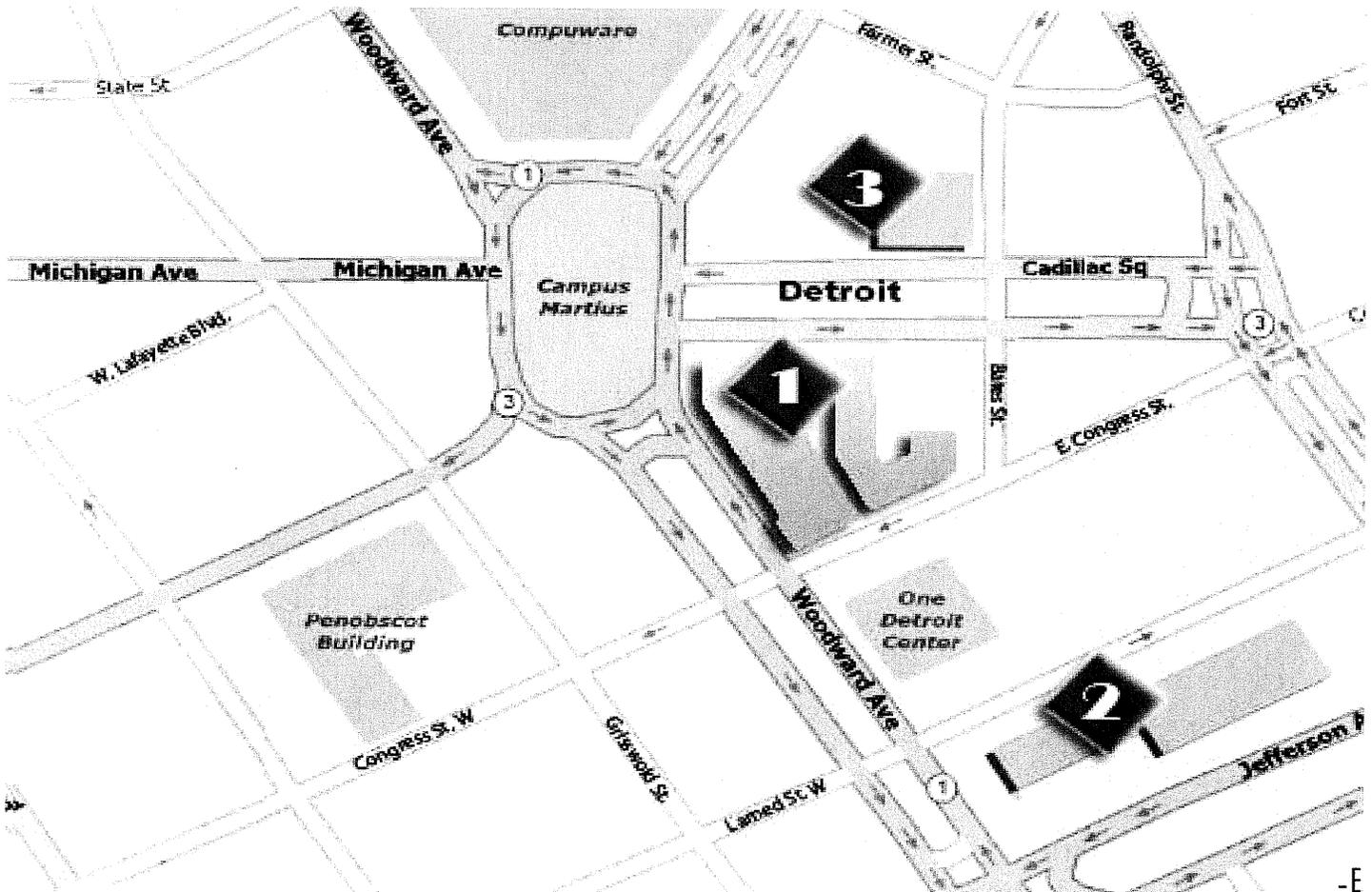
Cadillac Towers

65 Cadillac Sq.

DPW/Permits

Room # 1000

Tel: 313 224 3935



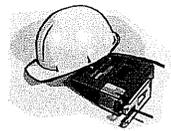


TRAFFIC RESTRICTIONS MINIMUM REQUIREMENTS
FOR OBTAINING CONSTRUCTION PERMIT WITHIN CITY OF DETROIT RIGHT-OF-WAY

The following is a list of Minimum Requirements a submittal application must contain in order to be accepted by the Traffic Engineering Division (TED) into the Permit Process. Additional information is required but can be coordinated with the applicant throughout the process and will not be a condition of the original submittal. Please submit the following:

1. **Permit Request** – Submit a letter containing the following information
 - a) Applicant Name (Company and Representative), address, office and mobile phone numbers.
 - b) Client Name, address, Contact person and office and mobile phone numbers. Include Site location with complete address
 - c) Purpose and nature of the work. Example, Sidewalk replacement, window restoration, fiber optic installation, other utility work, water main installation, helicopter lift operation, soil boring, demolition/construction of a building, etc.
 - d) Justification for the time frame for completion of the project including **WORK SCHEDULE**, working days, working time, etc.
 - e) Width of the roadway, number of lanes, parking restriction (No Parking, No. of Parking Meters, etc), width of sidewalk, existing pedestrian crosswalk or any other detail pertaining to the ROW near the job site. Also include information regarding major businesses in the area.
 - f) Full or partial occupancy of ROW needed during the work. For example, occupancy of one lane, two lanes, complete closure, sidewalk closure, etc. The occupancy of the ROW must be justified.
 - g) Maintenance of vehicular and pedestrian traffic during the work. Need to attach exhibits (see site plan requirements).
 - h) Impact to transit buses due to the construction.
 - i) Truck route and frequency of the delivery/removal, if material is planned to be delivered to or removed from the site.
 - j) Identify if the project location is within 50 feet of the Detroit People Mover or the Trolley tracks.
 - k) Signature: Letter must be signed by the permit applicant or their authorized agent.

2. **Site Plans** – Please include (2 sets) of the following drawings.
 - a) Site Location Map showing the work area and 4-5 blocks around the work site. Identify each street clearly on the map. You should submit two copies of 24" x 36" and 11" x 17" drawings so that it can be easily reviewed
 - b) Site Map identifying (hatching) the area of work with approximate dimensions in feet. Also provide width of the roadway, width of sidewalk, existing pedestrian crosswalk, etc. that will be impacted by the project.
 - c) Traffic control plans including location and type of barricades, pedestrian detour and traffic detour including appropriate signage. All detour routes **MUST** be checked and verified in the field by the applicant prior to the submittal. Any signal that needs to be modified should be identified. Also identify the locations where pavement markings have to be modified or temporarily installed.
 - d) Include a pictorial reference or letter/number designation for all signs that will be used in accordance with the Michigan Manual of Uniform Traffic Control Devices (MMUTCD), illustrate the distances for placement of these signs and barricades, taper lengths, etc. Also submit the calculation sheet for designing these **SITE SPECIFIC TRAFFIC CONTROL PLANS**.
 - e) Once the Site Specific Traffic Control Plan is generated, prepare and submit a summary sheet to showing a table listing the total number of each street name signs, location of placement of signage barricades, arrow boards, etc. with reference to the roadway curb and distances where each traffic control device will be placed.



3. **Meeting with TED & Approval Process**

a) Central Business District (CBD) Area Projects:

Schedule an appointment with TED and bring the above mentioned documents personally and meet with the TED Traffic Engineers to go through the project. If you feel necessary that there will be a major impact to traffic, meet with TED prior to development of the traffic plan to discuss the most feasible option to minimize the impact to the vehicular and pedestrian traffic. Please contact **Ms. Stella Kulangara** at (313) 224-1733 or **Mr. Prasad Nannapaneni** at (313) 628-5603 or by calling the general TED number (313) 224-1610 to schedule a meeting.

Once the request is received TED staff reviews it. If the plan meets TED's requirements, traffic restrictions are prepared and are presented to Technical Review Committee (TRC) and Project Management Team (PMT) for review and approval. Applicant could be asked to attend TRC and/or PMT, subjected to the complexity of the project. Once approved, necessary changes are made and the document is sent to the City Engineering Division (CED), where the permit is issued to perform the work.

b) Non-Central Business District (Non-CBD) Area Projects:

All Non-CBD requests are also handled by TED - Please contact **Ms. Regina Clay** at (313) 224-1039 to schedule a meeting.

TED staff reviews the submitted plan and if it meets TED's requirements, traffic restrictions are prepared. Subjected to the complexity of the project, the prepared traffic restriction could be presented to Technical Review Committee (TRC) and Project Management Team (PMT) for review and approval. Applicant could be asked to attend TRC and/or PMT. Once approved, necessary changes are made and the document is sent to the City Engineering Division (CED), where the permit is issued to perform the work.

4. **Permit Approval Time Frame:** It could take up to 4 weeks to completely process the application.

Note: Applicant **shall** fulfill other CED requirements like bond, agreement for acquiring the traffic control from the sign contractor, etc., prior to the issuance of the permit. It is the responsibility of the applicant to contact **Mr. Leslie Lord**, from CED at (313) 224-3935. Please note that the CED reserves right to modify the requirements, should it become necessary to ensure safety of vehicular and non-vehicular traffic and effective traffic flow.