



DEPARTMENT OF PUBLIC WORKS – Return this application to:  
 BUREAU OF ENGINEERING  
 Address: 120 North Duke St. / P.O. Box 1599, Lancaster, PA 17608  
 Phone: (717) 291-4764 / E-mail: [Engineering@cityoflanasterpa.gov](mailto:Engineering@cityoflanasterpa.gov)  
 Webpage: [www.CityofLancasterPA.gov/Engineering](http://www.CityofLancasterPA.gov/Engineering)

## STREET OPENING PERMIT APPLICATION

PERMIT SHALL BE KEPT ONSITE AT ALL TIMES FOR INSPECTION

**\*\*\* THIS SECTION FOR CITY OF LANCASTER OFFICE USE ONLY \*\*\***

PERMIT NUMBER:	_____	DATE ISSUED:	_____
		Expires in 90 days	
PERMIT FEE:	\$ <u>180</u> (2 INSP. INCL.)	ISSUED BY:	_____
INSPECTION FEES:	\$ _____ (\$90/EA)	BONDING:	ACTIVE? _____
DEGRADATION	\$ _____	INSURANCE:	ACTIVE? _____
PERMIT TOTAL	\$ _____	YEAR PAVED (if > 15y)	_____

NOTES: \_\_\_\_\_

**\*\*\* ALL INFORMATION BELOW IS REQUIRED TO OBTAIN A PERMIT \*\*\***

Required\* attach **photo or sketch** showing the scope of work.

LOCATION (CLOSEST STREET ADDRESS): \_\_\_\_\_

**BONDED CONTRACTOR INFORMATION\***

CONTRACTOR NAME:	_____
CONTRACTOR CONTACT NAME:	_____
PHONE #:	_____
ADDRESS:	_____
EMAIL:	_____

**SCOPE OF WORK\***

WORK TYPE: CIRCLE ONE	WATER/ SEWER/ GAS/ ELECTRICAL/ DATA/ OTHER (SPECIFY BELOW)
EMERGENCY?	YES NO IF YES, DATE(S) OF ACTUAL OPENING: _____
WORK TYPE: CIRCLE ONE	NEW/ REPAIR/ REPLACE SERVICE/ MAIN/ STRUCTURE/ OTHER
STREE OPENING INFO:	LENGTH (FT) _____ WIDTH(FT) _____ TOTAL (LXW)(SF) _____
	TOTAL /9 (SY) _____ OR PROJECT TOTAL (SY) _____

\_\_\_\_\_  
**APPLICANT SIGNATURE** (Bonded Contractor)

\_\_\_\_\_  
**DATE**

You may submit this permit application Via Email: [Engineering@cityoflanasterpa.gov](mailto:Engineering@cityoflanasterpa.gov)  
 Mail: City of Lancaster, Engineering Bureau 120 North Duke Street, PO Box 1599 Lancaster PA 17608-1599  
 In Person at City Hall 120 N Duke St. Lancaster, PA 17602 1st FL window #2.

**THE FOLLOWING GUIDELINES SHALL APPLY AT ALL TIMES.**

**FAILURE TO ADHERE TO ANY CONDITIONS OF THE PERMIT MAY RESULT IN PERMIT REVOCATION:**

1. ALL WORK SHALL ADHERE TO CITY SPECIFICATIONS, INCLUDING BUT NOT LIMITED TO ITEMS REGARDING ADA, TRENCH DRAINS, TREE WELLS, STORMWATER, CONSTRUCTION DEBRIS, MAINTENANCE AND PROTECTION OF TRAFFIC, AND OTHER CONSTRUCTION AND USES OF THE RIGHT-OF-WAY. MATERIAL SUPPLIER TICKETS MUST BE PRODUCED UPON REQUEST. WEATHER REQUIREMENTS SHALL BE PER CITY OR PENNDOT 408
2. ALL PERMITTEES ARE RESPONSIBLE FOR CALLING PA ONE CALL PER PA ACT 287.
3. BUREAU OF ENGINEERING MAY, AT ITS DISCRETION, REQUIRE THE PERMITTEE TO PURCHASE ADDITIONAL INSPECTIONS RESULTING FROM FAILED INSPECTIONS, COLD WEATHER WORK, FAILURE TO NOTIFY THE BUREAU, EXCESS QUANTITIES, OR ANY REASON OUTSIDE OF THE CONTROL OF THE BUREAU OF ENGINEERING.
4. ANY WORK INSTALLED WITHOUT PROPER INSPECTIONS IS SUBJECT TO REMOVAL AND REPLACEMENT AT PERMITTEE'S EXPENSE. BLASTING IS STRICTLY PROHIBITED.
5. **INSPECTIONS ARE REQUIRED**, AND INCLUDED, AS FOLLOWS:
  - STONE AND SUBGRADE (FIRST INSPECTION)
  - FINAL COMPLETION INSPECTION (SECOND/FINAL INSPECTION) ALL OTHER SITE VISITS REQUIRE ADDITIONAL INSPECTION FEES
6. PATA 216 APPLIES TO ALL SIDEWALK CLOSURES AND REQUIRES PEDESTRIAN DETOURS. SIGNAGE MUST BE PRESENTED IN ENGLISH AND SPANISH (4 SIGNS PER CLOSURE)
7. **\*\*\* TRAFFIC PERMITS ARE ALSO REQUIRED FOR ALL LANE, STREET, OR SIDEWALK CLOSURES \*\*\***  
ANY ROAD RESTRICTION OR CLOSURE REQUIRES A TRAFFIC CONTROL PERMIT THIS IS A SEPARATE PERMIT FROM THE BUREAU AND WILL REQUIRE TRAFFIC CONTROL DIAGRAMS, SITE SKETCHES, ETC. THE CITY GENERALLY REQUIRES AND ADHERES TO PENNDOT PUBLICATION 213. THE CITY MAY REQUIRE MODIFIED OR ADDED TRAFFIC CONTROL PATTERNS OR SITE CONTROLS AT ITS DISCRETION AT ANY TIME BEFORE OR DURING WORK.
8. PERMITTEE IS RESPONSIBLE FOR ENSURING **48** HOURS IS PROVIDED FOR SCHEDULING OF ALL REQUIRED INSPECTIONS. FAILURE TO DO SO MAY RESULT IN REJECTION OF WORK.
9. PERMITTEE IS RESPONSIBLE FOR PARKING METER COSTS ASSOCIATED WITH ANY WORK WITHIN A METERED PARKING AREA MANAGED BY LANCASTER PARKING AUTHORITY.
10. CITY OF LANCASTER MAY REJECT STREET OPENING PERMITS ON ANY STREETS THAT HAVE BEEN RESURFACED WITHIN THE LAST 36 MONTHS.
11. UTILITY PERMITTEE HEREBY AGREES TO MAINTAIN TRENCHES IN PERPETUITY AND MAY BE REQUIRED TO RETURN TO THE SITE AND REWORK AT ANY TIME SO DIRECTED WITHIN 24 MONTHS. REGARDLESS OF STATUS OF PERMIT OR PRIOR ACCEPTANCE OF THE WORK COVERED UNDER THIS PERMIT, PERMITTEE IS RESPONSIBLE FOR RESTORATION WORK AND CONDITION OF THEIR FACILITIES IN PERPETUITY. FAILED TRENCHES SHALL BE ADDRESSED WITHIN 24 HOURS OF NOTIFICATION.
12. UTILITY ADJUSTMENTS SHALL BE MADE TO ENSURE A FLUSH CONDITION AND WILL REQUIRE REWORK IF NOT FLUSH. ALL VALVES, LIDS, MANHOLES, RINGS, COVERS, RISERS, OR OTHER PIECES OF THE WORK SHALL BE INSTALLED FLUSH OR WITHIN ONE-HALF INCH BELOW STREET GRADE TO PROVIDE SMOOTH TRAVEL CONDITION OF THE ROADWAY ABOVE UNDERGROUND FACILITIES. ALL PAVING RESTORATION SHALL BE FLUSH OR WITHIN ONE-THIRTYSECOND OF ONE INCH OF SURROUNDING ROAD.
13. SAWCUTTING TO NEAT LINES AND SEALING ALL VERTICAL AND HORIZONTAL EDGES IS REQUIRED ON ALL STREET CUTS PER CITY SPECS AND PENNDOT 408.
14. TEMPORARY PAVEMENT IS TO BE MARKED WITH PAINT TO IDENTIFY THE COMPANY AND THE DATE THE PAVEMENT WAS PATCHED (MONTH-YEAR). UPON COMPLETION OF FINAL PAVEMENT RESTORATION, THE RESTORATION IS TO BE MARKED WITH PAINT TO IDENTIFY THE COMPANY WHO DID THE RESTORATION AND DATE THE PAVEMENT WAS RESTORED (MONTH- YEAR).

You may submit this permit application Via Email: [Engineering@cityoflancasterpa.gov](mailto:Engineering@cityoflancasterpa.gov)  
Mail: City of Lancaster, Engineering Bureau 120 North Duke Street, PO Box 1599 Lancaster PA 17608-1599  
In Person at City Hall 120 N Duke St. Lancaster, PA 17602 1st FL window #2.