

3.1 General Permitting Standards

The majority of Street-related permits are issued by the Streets Department's Right-of-Way Unit. However, there are several permits or licenses that are issued by other units within the Streets Department, as well as the Department of Licenses and Inspections. Special events, which are managed jointly by the Managing Director's Office and the Right-of-Way Unit, are not included within this standard.

3.1.1 Authorization

Permits are issued under the authorization(s) within the Philadelphia Code and Streets Department Regulations, as shown in the preface.

3.1.2 Information

Permit documents can be obtained from the Streets Department's Technical Services Counter, or online, as provided within the preface. Contact information for agencies and units referenced herein are contained on the permit documents.

3.1.3 Conflict Resolution

Coordination for any conflict between the terms of two or more permits cannot be resolved by the permittees cooperatively, such coordination will be resolved by the permitting agency/unit.

A. Right-of-Way Unit Coordination

Where more than one permitting unit or agencies are involved in the issuance of conflicting permits, the Right-of-Way Unit, Permit Group supervisor, or a designated subordinate, will be the coordinating agent.

B. Priority of Permits

Priority of permits is initially a first-come, first-served practice. Permittees are required to work together to resolve conflicts, prior to engaging City agencies for this purpose. Where direct coordination by the Right-of-Way Unit is required, a primacy of permit type or activity will be as follows:

1. Emergency Utility Notifications (Section 3.4), *or*
Emergency Demolitions (Section 3.2.4(B))
2. Special Events (Major/High Profile Civic Events)
3. City Paving Operations, *or*
Tier II Utility Work (Sections 3.2.3.D and 3.3.5)
4. Street Closures for Crane Placement or Helicopter Lift (Sections 3.2.5 and 3.2.6)
5. Tier I Utility Work (Sections 3.2.3.D and 3.3.4)
6. Street Closures for Equipment Placement (Section 3.2.4)
7. Special Events (including Block Parties)
8. All other permit types

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3.1.4 Code Violation Notices (CVN)

- A. Permit fees for unpermitted activity following issuance of a CVN will be increased, as permitted by Streets Department regulation.
- B. Failure by an applicant to identify they are applying for a permit following issuance of a CVN will be considered as fraudulent activity, resulting in the immediate revocation of any issued permit(s) and request of an immediate stop work order.

3.1.5 Appeals

There are two routes an applicant may make to appeal a decision by the Streets Department. In all cases, consultation through Developer Services (below) should be sought prior to appeal. The Department cannot be held responsible for any delay or misdirection resulting from appeals to individuals other than those listed above.

A. *Permit Appeals - Streets Department, Right of Way Unit*

Appeals related to any permit requirements or denials made by the permitting staff of the Right-of-Way Unit must be directed to unit managers in the following order:

1. Permits Officer (Permits Group Supervisor)
2. Right of Way Manager

Appeals regarding any decision of the Right of Way Manager will be coordinated by the Right of Way Manager. The Department cannot be held responsible for any delay or misdirection resulting from appeals to individuals other than those listed above.

B. *Permit Appeals – Other Streets Department Units*

Appeals related to any permit requirements or denials made by the permitting staff of other Streets Department units must be directed to unit managers in similar order of appeal for the Right-of-Way Unit.

C. *Permit Appeals – Other Departments and Agencies*

Appeals related to any permit requirements or denials made outside of the Streets Department are subject to the established protocols of the department or agency with jurisdiction for the issuance of such permit(s).

3.2 Street Closure Permits

There are several kinds of Street Closure Permits issued by the Streets Department, Right-of-Way Unit, all of which are addressed below. Permits applications for all street closure applications are to be directed to:

Streets Department, Right of Way Unit

Technical Services Counter

1401 John F. Kennedy Blvd

Municipal Services Building, Room 960

Phone: 215-686-5503

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3.2.1 General Provisions

The following provisions apply to all types of Street Closure Permits.

A. *Applications (Minimum Standards)*

- Be clearly understood and legible.
- Bear the actual submission date, and all dates on which work is to occur.
- Include:
 - Accurate contact information, including a working email address.
 - Copies of additional permits (as noted below)
 - A cover letter, addressing any coordination issues that may be identified by the applicant or Streets Department, including: location sensitivity, area restrictions, conflicting work, police requirements
 - One (1) copy of the applicant's Contractors or Commercial Activity License. These licenses are issued by the Department of Licenses and Inspections, who also maintain an online listing of licensees.

B. *Temporary Traffic Control (TTC)/ Maintenance & Protection of Traffic (MPT) Plans*

- Required for all full lane closures (footway or travel lanes, including bike lanes), and any partial lane closure in excess of one (1) week.
- TTC/MPT Plans shall be site specific, and consistent with PennDOT Publication 213 (Work Zone Traffic Control Guidelines), as made available online by PennDOT.
 - Plans must identify which Pennsylvania Typical Application (PATA), or combination thereof, are being used.
 - All traffic control and channelizing devices must be identified. Devices must consider the impacts upon the walkable surface of any pedestrian route on which they are placed.
 - All required taper/buffer/work space lengths, and traffic control/channelizing device distances and spacing must be provided.
 - Crash attenuators must be provided for concrete barrier blunt ends.
 - Deviations from these standards must be documented on the TTC/MPT plans.
 - Police support for street closures, as may be required by the Streets Department, is addressed in a separate document titled "Guidelines for Assigning Police Support for Utility Construction" dated February 5, 2013, and as revised.
- TTC/MPT plan preparers, traffic control supervisors, flaggers, and all other office and field staff with duties associated with work zone traffic control, are expected to be trained in accordance with the more conservative requirements of the FHWA, OSHA, and PennDOT.
- TTC/MPT plan preparers may request a preliminary review, as explained in Section 2.3.6. This service is offered by the Street Department in advance of a

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permit application in order to avoid coordination delays immediately prior to construction.

C. *Engineer Certification of TTC/MPT Plans*

- When required, TTC/MPT plans must be prepared signed and sealed by a professional civil engineer, licensed in the Commonwealth of Pennsylvania.
- Full footway closures in excess of one (1) week must be accompanied by a professional engineer, licensed in the Commonwealth of Pennsylvania, that a covered walkway in compliance with Title 4 of the Philadelphia Code is impracticable in the circumstances. All such certifications are to be signed and sealed by the engineer making such certification.

D. *Payment*

- Payments for all permit applications at the Right-of-Way Unit's Technical Services Counter will be by check or money order, payable to the City of Philadelphia.
- E-Pay System: Street closures can also be paid for using the City of Philadelphia E-Pay system.
- Escrow Accounts: Escrow accounts can be established for high-volume permittees.

E. *Completeness*

All applications are subject to an initial review for administrative completeness. Any application not meeting the basic submission requirements will be deemed Administratively Incomplete, and subject to rejection, at any time during the review period.

F. *Expedited Permit Review*

There is no formal provision for an expedited issuance of any street closure permit.

G. *Non-Emergency Applications*

Non-emergency applications (i.e. not resulting in the loss of life or property), are subject to a ten (10) day review period. Applications received within that period can be subject to immediate rejection.

H. *Emergency Applications*

Emergency applications must include evidence of dangerous conditions, such as a Letter of Imminent Danger from the Department of Licenses and Inspections.

I. *Restrictions & Conditions*

- Police assistance is required if the work zone encroaches into a travel lane.
- All sites must maintain access for emergency vehicles (police, fire, emergency management, etc) at all times.
- Center City (Walnut Street to Spring Garden Street, River to River) – Nighttime restrictions for most utility and paving related work. 7:00PM to 5:00AM.
- The permittee is responsible for posting and maintaining all required signs, including temporary "No Parking" signs, for the duration of the project.

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- The parking of personal vehicles or equipment is prohibited. Any infraction may be subject to a fine or towing of the subject vehicle or equipment.
- Good housekeeping practices are required during and after all work hours. The site will be cleaned upon completion of all work.
- The full roadway must be opened upon completion of work.

J. Permit Issuance

- The preferred method for issuing permits is by e-mail. Permits will be issued via fax only in the absence of a valid e-mail address.
- Copies of street closure permits are provided to Right-of-Way Unit clerical staff for distribution to subscription lists.

K. Permit Compliance

On site posting of all Street Closure Permits by the permittee is required per §11-612(1)(c) of the Philadelphia Code, which states “*Copies of the permit shall be posted at the site during the entire time of the closure at such locations and in such manner as the Department specifies, so as to permit public inspection of such permit.*” Failures to post this permit may result in immediate shut down.

L. Permit Renewals/Extensions

- All extensions will begin from the expiration of the original permit, or last extension.
- Applications for extensions that are applied for after the original permit has expired will be treated as a new application.
- No more than two (2) extensions may be requested for street closure permits with any interval less than twelve (12) months.

3.2.2 Street Closures for Site Development

Due to the varied nature of site development, there is no single street closure application related to it. Applicants must identify the various kinds of equipment placement and street openings that will be performed by a site development project. In many cases, multiple permits will be required by multiple applicants. Developers must be aware that, in accordance with current Streets Department regulations, they are responsible for final roadway restoration, as may be required due to the work from multiple contractors, subcontractors, and utilities working as part of a given site development project.

- Applications for site development typically must be accompanied by a permit:
 - L&I: Demolition/Foundation/Building permits
 - Street opening permits
 - Curb/footway permits
 - Private paving agreement

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3.2.3 Street Closures for Utility Work

Street closures for the purposes of utility work can be sub-divided into three specific categories.

- Plumber’s Projects
- Non-Excavation Utility Projects
- Test Borings & Monitoring Wells
- Excavation Utility Projects

Documentation to support and justify applications for closures can vary significantly from one category to another. However, applications for all 3 categories must be filled out on the proper application form (Utility Work: Application for Street Closure).

A. *Street Closure for Plumbers Projects*

Submit: Application for Street Closure for Utility Work, copies of all related L&I/PWD: Plumbers’ Footway or Roadway Permits, and as required by the General Provisions (Section 3.2.1).

Anticipated Review Time: 10 Business Days

Fee: Included with the Plumbers Permit Fee

Plumber’s projects involve water and sewer service connections to residential, commercial and industrial customers, and are performed by a licensed plumber or professional to a degree in which the disturbance (trench/opening of street) to the footway does not exceed the PWD standards for simple plumbing projects.

Street closure permits may be granted to close portions of the sidewalk, parking lane, bike lane and travel lane so a plumber can safely trench, install laterals and subsequently backfill any openings. Additional restrictions may be required when closures exceed partial sidewalk closures beyond 20 linear feet.

B. *Street Closure for Non-Excavation Utility Projects (General)*

Submit: Application for Street Closure for Utility Work, Street Opening Permit (Section 3.3), PA One Call serial number (less than one year old), Letter(s) of Authorization/Notice(s) to Proceed from respective utility companies granting (sub)contractors the right to work on the facilities for which the permit is requested, and as required by the General Provisions (Section 3.2.1).

Anticipated Review Time: 10 Business Days

Fee: None

Street closure permits may be granted to close portions of the sidewalk, parking lane, bike lane and travel lane in order for utility companies, contractors, sub-contractors, and consulting firms to perform the following duties to include but not limited to: manhole inspections and pumping, installation and maintenance by way of rod & rope ducts, installation of innerduct fibers, and the pull/splice/test of fibers.. Additional restrictions may be required when closures exceed partial sidewalk closures beyond 20 linear feet.

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C. *Street Closure for Test Borings & Monitoring Wells*

Submit: Application for Street Closure for Utility Work, PA One Call serial number (less than one week old), Utility Clearance Letter(s) from all utilities within 36 inches of any test boring or monitoring well location, and as required by the General Provisions (Section 3.2.1).

Anticipated Review Time: 10 Business Days

Fee: None

Small borings and test wells fall under the category of “Non-Excavation,” if the borings or wells do not exceed excavation “sizes” (diameter of holes, cubic yardage of excavated material, etc.) in a nature that drastically impacts the Right-of-Way. These “sizes” are discretionary to the interpretation of the manager of the Right-of-Way unit.

D. *Street Closure for Excavation Utility Projects*

Submit: Application for Street Closure for Utility Work, GPIS Permit (Issued by the Right-of-Way Unit), and as required by the General Provisions (Section 3.2.1).

Anticipated Review Time: 10 Business Days

Permit Duration: Up to one (1) year

Fee: None

Excavation Utility Projects are defined as those projects requiring either a Tier I or Tier II street opening permit, as discussed in Section 3.3.

3.2.4 Equipment Placement (Construction Equipment)

Submit: Street Closure Permit Application, and as required by the General Provisions (Section 3.2.1).

Review Time: 10 Business Days

Permit Duration: Up to one (1) year

Fee: See Appendix D (Street Closure Permits Fee Schedule)

The term "construction equipment" shall mean any construction dumpster, trailer, fencing, scaffolding, boom or lift, shelter platform or any other similar piece of equipment or machinery used in connection with any demolition, construction, cleaning, painting, building repair or similar process. It shall not include a motor vehicle licensed under the Pennsylvania Motor Vehicle Code, except as permitted by §11-612 of the Philadelphia Code.

A. *Boom or Lifts (Excludes Cranes)*

- Boom trucks are to be placed in the parking lane. If a boom truck is required to be placed in a travel lane, police assistance and a TTC/MPT plan will be required for diversion of vehicular traffic
- If a rolling scissor lift is to be placed on the sidewalk, the sidewalk must be protected with a metal plate, or heavy duty mats constructed for this purpose, at all times for utility box and manhole protection.

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B. Demolition

Street closure applications for demolition must be accompanied by a demolition permit from the Department of Licenses and Inspections.

C. Construction Dumpsters

The term "construction dumpster" shall mean any container larger than a household trash can designed for the storage of any manner of waste, refuse or debris, not including any dumpster licensed pursuant to §10-722 or any other provision of the Philadelphia Code, used in connection with any demolition, construction, cleaning, painting, building repair or similar process and serviced by a private waste hauler.

The following criteria apply to all construction dumpster applications:

- Dumpsters are not permitted to be on a public sidewalk. They must be placed in a parking lane.
- Plywood must be placed on any paved surface before the dumpster is delivered. All dumpsters will be covered with a tarp when not in use.

Refer also to the Construction Dumpster Law Guide for more information, as available online with other Streets Department permits.

D. Equipment Delivery

Street closures for the delivery of construction equipment are similar in character to moving permits (Section 3.2.8). Permit durations, fees, and conditions of permit differ, however.

E. Façade Restoration

Street closure applications for façade restoration must be accompanied by a building permit from the Department of Licenses and Inspections.

F. Construction Fence

- Partial sidewalk closures must maintain a minimum of six feet for pedestrian use at all times. This space must be free and clear of all manner of fence footing or supports, and must be ADA compliant, with regard to grates, and condition of the walkable surface.
- Full sidewalk closures over one (1) week require a site safety plan (showing signage at signalized intersections) and an engineer study stating why a full closure is needed. Full sidewalk closures are necessary for all building demolition projects.
- All applications must include provide accurate linear footage to be occupied on each street.

G. Footway Restoration

Street closure applications for footway restoration must be accompanied by curb & footway permit from the Department of Streets, District Highway Office. See Section 3.6.2 for additional information.

H. Scaffolding

Where required, street closure applications for scaffolding must be accompanied by a building permit from the Department of Licenses and Inspections.

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I. Shelter Platforms

Street closure applications for shelter platforms must be accompanied by a building permit from the Department of Licenses and Inspections. Applicants must provide appropriate sidewalk lighting, as required by the Building Code.

J. Construction Trailers

Street closures for the delivery of construction trailers are similar in character to moving permits (Section 3.2.8). Permit durations, fees, and conditions of permit differ, however.

K. Window Washing

Street closures for window washing are necessary when such operations require closing of the footway for public safety. In many instances, such street closures also involved the use of booms or lifts.

3.2.5 Crane Placement

Submit: Street Closure Permit Application (Crane Placement), Copy of Special Hauling Permit (if required, see Section 3.7.1), and as required by the General Provisions (Section 3.2.1).

Review Time: 10 Days

Permit Duration: Up to one (1) year

Fee: See Appendix D (Street Closure Permits Fee Schedule)

Additional approvals or certifications

- SEPTA: For placement on Broad or Market Streets
- PATCO: For placement on 8th Street (Race to Locust), and Locust Street (8th to 18th).
- Philadelphia Traffic Police: For vehicles with a GVW over 145,000 lbs, 14'-0" in height, 11'-5" in width, or 75'-0" in length.
- Streets Department, or PennDOT Bridge units: For placement on bridges or structural retaining walls. It is the responsibility of the applicant to identify the owner of any structure on which a crane is proposed for placement.
- Crane placement in proximity to sheeting & shoring must be accompanied by certification by the geotechnical engineer responsible for the sheeting and shoring plan.
- Applications for cranes weighing in excess of 80,000 lbs, must also be accompanied by a PA One Call serial number, as obtained specifically for site preparation for the purpose of crane placement.

3.2.6 Helicopter Lift

Submit: Street Closure Permit Application (Helicopter Lift), and supporting documents, including: helicopter flight path, number of lifts required, the nature of materials to be moved, emergency landing zone, and fueling location(s).

Review Time: 10 Days

Fee: See Appendix D (Street Closure Permits Fee Schedule)

Permit Duration: Up to one (1) year

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Helicopter Lift permits require extensive advanced coordination and police involvement. Any project planning the use of a helicopter lift is advised to provide a complete list of blocks to be closed during the lift operation. Depending on the length and location of the required street closures, one or more inter-agency coordination meetings may be required in advance of the issuance of this permit. Public outreach will also be required, as well as providing notifications to the Philadelphia Fire Department, as coordinated by the Streets Department.

3.2.8 Temporary No Parking for Moving Trucks & PODS (aka “Moving Permit”)

Submit: Either a paper Street Closure Permit Application, or an Online Street Closure Permit Application (via www.phila.gov, or directly to <http://secure.phila.gov/streets/tnp/>)

Fee: See Appendix D (Street Closure Permits Fee Schedule)

Payment Method: Check/Money Order (Paper Applications Only)
Debit/Credit Card (Online Only)

Review Time: 4 Business Days

A. Paper Permit Applications

Due to the delays associated with the processing of paper applications, applicants are encouraged to take advantage of the online application system. In-person applications must be made at the Technical Services Counter. Applicants are further advised typical peak moving months (late spring through early fall) are also peak construction and block party seasons, which make providing special accommodations difficult for the permitting staff.

B. Online Applications

Please read the following before submitting your application:

- Please fill out the application in order to obtain a permit to use space on a City street for your move.
- Please only apply once per address. If you apply more than once per address the processing time will double.
- The Streets Department Right of Way Unit will require a minimum of four (4) full business days of notice in order to process your request. Due to the volume of requests received by this office, the processing time may be more than 4 business days.
- Once your application is complete and submitted, the Right of Way unit will review your information and contact you via e-mail with an invoice for payment or a request for more information.
- Please supply the following information: All Items Are Required
 - i. the correct spelling of your first and last name
 - ii. the address of the move or the location of the move (if different from the address)
 - iii. the length of the moving truck or the number of moving containers
 - iv. the earliest time you will begin your move and the latest you will finish
 - v. a cell phone number for the day of the move
 - vi. a valid e-mail address so we may e-mail you an invoice for payment.
- Payment can be made online by credit or debit card.
- After payment is made, it is highly recommended that you print out a copy of your permit and take it to the nearest Police District. They will give you Temporary No

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Parking signs you can post for the move. Please post the signs a minimum of 24 hours ahead of time or as soon as possible after receiving your permit.

- If you are physically unable to place signs or you are moving in from outside the Philadelphia area, please contact us via e-mail after you receive your invoice and we will supply information on how the signs will be posted.

3.3 Street Opening

There are two types of Street Opening Permits, GPIS and Non-GPIS. Non-GPIS permits are related to street openings associated with test borings and monitoring wells, whereas GPIS permits are issued solely to agencies and public utilities in possession of a Right of Way Use License.

The purpose of the sections related to GPIS permits is to assist utility and telecommunication providers to enter their projects into the Guaranteed Pavement Information System (GPIS), preferably in the planning stage, and no later than the design phase. The reason for this specialized process is to better coordinate the City's resurfacing projects with utility projects, with the goal of better eliminating the need for unnecessary utility cuts into newly paved streets.

Issuance of a Street Opening Permit does not imply issuance of a Street Closure Permit. Street Opening permits exclude opening permits for plumber ditches (footway or roadway), sidewalk post/bollard installations, and curb/footway demolition and construction. These permits are explained below. As a general rule, excavations are to be minimized on paved streets.

Permits applications for all street closure applications are to be directed to:

Streets Department, Right of Way Unit, Permits Group

1401 John F. Kennedy Blvd

Municipal Services Building, Room 960

Philadelphia, PA 19102

3.3.1 General Provisions

As a project coordination tool, utility conflicts identified during the GPIS review process are required to be resolved during design. Such coordination notwithstanding, design and construction mark-out requests must be made in accordance with the Pennsylvania Underground Utility Line Protection Act, Act 287 of 1974, and as revised.

In all cases, temporary and final pavement restorations must comply with Standard Details SC0113 and SC0114 (formerly L-901 & L-902). Additional requirements, in accordance with Streets Department regulations, may be determined at the time the permit is issued, or during construction.

3.3.2 Right-of-Way Use Licenses

Submit: Documents required by §11-700 of the Philadelphia Code

Review & Coordination Time: 1-3 Months

License Duration: Ten (10) Years

With the exception of utility service connections, anyone seeking to install underground utilities within the Public Right-of-Way must obtain a Right-of-Way Use License,

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requirements for which are contained within §11-700 of the Philadelphia Code. ROW Use Licenses are issued by the Law Department, as coordinated by the Streets Department, Right-of-Way Unit. Applicants are advised to contact the Right-of-Way Unit's Permit Group several months prior to the proposed construction of any facilities for which a Right-of-Way Use License is required.

3.3.3 Non-Excavation Utility Projects (Test Borings & Monitoring Wells) (Non-GPIS)

The only permit necessary for test borings and monitoring wells is a street closure permit. See Section 3.2.3(C) Street Closure for Test Borings & Monitoring Wells for additional information.

3.3.4 Street Openings to Turn On or Shut Off Service (GPIS)

The facility owner seeking to obtain a street opening permit to turn on or shut off service shall select "Turn On/Shut Off" as the project type in GPIS and shall enter into GPIS the location and offset information for such project. The applicant may also provide the PA One Call serial number (where available) for the project, but it is not required. Once this information is entered into GPIS, the facility owner can self-approve a permit for that project from GPIS. No drawings or additional information is required. The information input into GPIS in connection with street excavations to turn on or shut off service shall be used only for the City's record purposes, and shall not be used or included in determining the facility owner's Right-of-Way related fees.

3.3.5 Tier I Street Openings (GPIS)

The following are considered Tier I Street Opening applications:

- New Facility, new location, installation of any facility where the total linear footage is less than 60 feet.
- New Facility in an existing location where the total linear footage is less than 60 feet.
- Service Connection: Perpendicular to utility main/duct, and less than 60 feet in length.
- Service Connection: "L" Shaped, one side less than 60 feet, the other side less than 250 feet.
- Facility Replacement: Same Size/Same Location, less than 250 feet in length.
- Manhole or Vault: roof and casting repair and replacement

3.3.6 Tier II Street Openings (GPIS)

The following are considered Tier II Street Opening applications:

- New Facility, new location, installation of any facility where the total linear footage is more than 60 feet.
- New Facility in an existing location where the total linear footage is more than 60 feet.
- Service Connection- Perpendicular, more than 60 feet.
- Service Connection - "L" Shaped, one side more than 60 feet, or the other side more than 250 feet.
- Same Size/Same Location, more than 250 feet.

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- Manhole or vault wall repair and replacement
- Any category not listed in the Tier I application category (excluding manhole lid and frame replacements, service turn on/shut off, and emergencies):

3.3.7 Process Flow for GPIS Tier I and Tier II Permits

- A. The requesting facility owner contacts the PA One Call system as a designer requesting that any facility owner that has facilities in the proposed location provide information with regard to the location of their existing facilities.
- B. The requesting facility owner enters the project into the Guaranteed Pavement Information System (GPIS). In addition to entering the project into GPIS, the requesting facility owner must submit the following: a drawing containing the information required by PA One Call, utility clearance transmittal, and PA One Call response ticket via e-mail to GPIS.Apps@phila.gov or through the mail to the following:
 - Streets Department- Right-of-Way Unit (2 copies)
 - Streets Department – ADA Unit
 - Streets Department - Traffic Engineering Unit (c/o Streets' Right of Way Unit)
 - Streets Department- Street Lighting Unit
 - Public Property - Capital Projects Division
 - Historical Commission (if required)
 - PennDOT (if required)

The Streets Department's Traffic and Street Lighting Division, Highway Division's ADA Unit, and the Department of Public Property's Capital Projects Division will review the location and respond directly to GPIS.

- C. The ADA Unit will identify corner curb ramp upgrade requirements, in accordance with Streets Department regulations, and communicate these requirements to the applicant.
- D. The Right of Way Unit review will serve as a clearance from the Streets Department that the work will not conflict with resurfacing, reconstruction or other street maintenance work.
- E. For work on historical streets, the City of Philadelphia, Historical Commission will review the location and respond directly to GPIS. The purpose is to ensure that the roadway and/or footway are restored with in-kind materials.
- F. For work on State Routes within the roadway from curb line to curb line, PennDOT will review the location and respond directly to GPIS. A PennDOT Highway Occupancy Permit (HOP) is also required, via PennDOT's Electronic Permitting System (EPS).
- G. At the same time your street opening permit application is submitted to the City of Philadelphia, Streets Department, Right-of-Way Unit, you may also electronically submit any lane closure permit application (Section 3.2). The street closure permit will be processed and remain in the system as pending until the street opening permit is issued. For the closure permits, the Contractor information must be indicated on the application when submitting and once the street closure permit has been issued, the work must be initiated within ten (10) days of issuance of the permit or the permit will be revoked. A revoked closure permit may be reinstated for good cause upon e-mail request to the

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Streets Department. Note: It is the applicants' responsibility to send a copy of the street opening permit with their application for the street closure permit.

- H. Upon receipt of each submission, the Right-of-Way Unit will identify whether the application is complete or if additional information is required. The applicant will be advised if the application is incomplete or additional information is required by e-mail and/or through GPIS. No further review will occur until the revised application has been received and deemed complete.

The Streets Department expects to routinely grant or deny approval of the permit and plans according to the schedule below for Tier I and Tier II applications:

- Tier I applications: Two (2) Business Days (Completeness)
Five (5) Business Days (Permit Review and Processing)
- Tier II applications: Five (5) Business Days (Completeness)
Twenty Five (25) Business Days (Permit Review and Processing)

3.4 Emergency Utility Notifications (EUN)

3.4.1 General Provisions

Emergency Utility Notifications cannot be used to circumvent a street opening permit.

3.4.2 Police Notification for Utility Emergencies

Police support for utility emergencies is addressed in a separate document titled "Guidelines for Assigning Police Support for Utility Construction" dated February 5, 2013, and as revised.

3.4.3 Excavation Required Emergencies

- A. A facility owner (or its contractor) which needs to excavate the street or close traffic lanes for emergency work shall telephone the City's Municipal Radio operator at 215-686-4514 to report the emergency. The call to Municipal Radio should be from the field and prior to or at the time the excavation or lane closure commences.
- B. During the telephone call, if the work involves excavation of the street, the Municipal Radio operator will prompt the facility owner (or its contractor) to provide the following basic information about the excavation:
- Name of facility owner
 - Name and telephone number of the person calling
 - Need for excavation
 - Street closure requirements.
 - Location of the emergency work (provide the hundred block)
 - Nature of the emergency (disruption of service, safety risk to public, or leak)
 - Duration of work (provide the # of hours expected to resolve the emergency)
- C. Each facility owner shall also provide the Streets Department with the phone number of its primary office responsible for such work. In the case of a declared emergency, the

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contact person will be the facility owner’s designated representative working with the City's Emergency Operations Center (EOC) and may be contacted through EOC.

- D. The Municipal Radio operator will generate and provide the facility owner (or its contractor) with an Emergency Utility Notification (EUN) number. The facility owner must later enter the EUN number into GPIS when they obtain the Emergency Permit. Municipal Radio shall then forward this information to the Streets Department via an emergency notification website setup specifically for this use, which will then send an e-mail to the facility owner's generic e-mail address (as provided by the facility owner), also containing the EUN number.
- E. If a lane closure is required, Municipal Radio shall also contact and report the emergency to traffic police, the fire department and SEPTA (if required), and prompt the facility owner (or its contractor) to provide certain information needed for the lane closure.
- F. Within seven (7) days of completion of the emergency-related excavation, the facility owner shall enter the required information into GPIS, using the EUN number provided by Municipal Radio and/or the Streets Department. The information inputted into GPIS in connection with emergencies shall be used only for the City's record purposes, and shall not be used or included in determining the facility owner's Right-of-Way related fees, as per the Right-of-Way ordinance legislation.

3.4.4 Non-Excavation Related Emergencies

- A. If the emergency work does not involve street excavation, but nonetheless requires a lane closure (e.g., facility owner utilizes their manholes to complete the emergency work), the facility owner (or its contractor) shall still report the work to Municipal Radio to help arrange the lane closure. Municipal Radio shall call and report the required lane closure to traffic police, the fire department, and SEPTA (if required), and prompt the facility owner (or its contractor) to provide certain information needed for the lane closure. During the telephone call, the Municipal Radio operator will generate and provide the facility owner (or its contractor) a EUN number for their records. Municipal Radio shall then forward this information to the Streets Department via an emergency notification website setup specifically for this use, which will then send an e-mail to the facility owner's generic e-mail address (as provided by the facility owner), containing the EUN number.

3.5 Other Permits Issued by the Streets Department, Right-of-Way Unit

Permits applications for all street closure applications are to be directed to:

Streets Department, Right of Way Unit, Permits Group

1401 John F. Kennedy Blvd

Municipal Services Building, Room 960

Philadelphia, PA 19102

3.5.1 Street Furniture (Generally)

The placement of all street furniture requiring a permit from the Streets Department is permitted using the Street Closure System. Street furniture that has been approved by an ordinance of City Council (Encroachment Ordinance) does not require a Street Closure Permit for the actual installation of the approved encroachment. However, a

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permit for closing the necessary footway, parking and/or travel lanes during construction will be required

Examples of street furniture permitted using the Street Closure System include, but are not limited to:

A. *Bicycle Racks*

Submit: Bicycle Rack Application & Supporting Documents

Fee: See Appendix D (Street Closure Permits Fee Schedule)

Bicycle Racks on the footway, and in accordance with Streets Regulations, are permitted upon approval of the submitted plan(s). See Plan Review (Chapter 2) for additional information.

B. *Pedestrian Enhancements*

Permits for pedestrian enhancements, including pedestrian plazas, bicycle corrals, and parklets, are issued for both renewal of existing enhancements, and for new construction. In both cases, a permit will be issued upon plan review approval. At present, management of Pedestrian Enhancements is by the Mayor's Office of Transportation and Utilities. Revision to this policy and guidelines are ongoing, however, and permits for Pedestrian Enhancements will be issued by the Streets Department's Right of Way Unit in mid-late 2015.

3.5.2 Banner Permits

Submit: Banner Permit Application & Supporting Documents (see below)

Review & Coordination Time: 1 Month

Restrictions: City of Philadelphia Street Light Poles Only

May not be attached to traffic signals

No banners are permitted to span across any street

License Duration: Seasonal - Beginning of spring through beginning of winter

Fee: None

A. Approval from the owner of the pole is to be submitted with application. If the pole is a Philadelphia Street Light only this application is required.

B. Prior Approval is also required from:

- Philadelphia Art Commission
- Special Services Districts (where applicable)
 - Center City – Center City District*
 - South Broad Street (South Penn Square to Washington Avenue) – Avenue of the Arts, Inc.
 - University City – University City District

**In Center City, the Center City District is the permitting agency.*

C. Request to the Art Commission & the Special Service Districts should specify the number of banners that will be displayed, the size of each banner, colors, photograph or

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drawings of the banner's design, the boundaries of the main artery where banners will be placed and the exact locations of the poles on which the banners will be fastened.

- D. The applicant will be responsible for all injuries to persons and/or damage to property that may occur while placing, or in place or removal of all banners and to hold the City of Philadelphia harmless in the event of an accident or mishap.
- E. Banner Requirements on Philadelphia Street Light Poles.
 - Affix the banners to the street light poles in the following manner:
 - Top of banner shall have a solid bracket and pole/arm attached to an aluminum or fiberglass street light pole only
 - Bottom part of banner shall be attached with a solid bracket with tether.
 - All brackets must have a rubber grommet between the bracket and pole.
 - Only one (1) banner can be fastened to each street light pole.
 - Maximum banner size permitted is 4'-0" x 6'-0".
 - If a banner hangs above the street, it must be at least fifteen feet (15'-0") above the ground.
 - If a banner hangs above the sidewalk, it must be at least eight feet (8'-0") above the ground.
 - Removal of all banners must be within five (5) days of the expiration date of this permit, and the street light poles left in a clean & safe condition.

3.5.3 Special Events Permits (formerly known as Block Parties)

Special events permits, including block party permits, are not included within this document. Refer to the Special Event Application Guide for more information, as available online with other Streets Department permits.

3.5.4 Encroachments Not Requiring Permits

There are three basic types of encroachments within the Right-of-Way for which permits are not required.

- A. Encroachments allowed by §11-600 of the Philadelphia Code without a permit.
Examples include: Steps, canopies, awnings, areaways (egress wells), wheelchair lifts
- B. Encroachments only allowed by ordinance of City Council, as discussed in Section 1.10.
- C. Specific Improvements owned and maintained, either by City forces or contractors.
Such improvements include, but are not limited to:
 - Street lights & traffic signals (Streets Department)
 - Inlets, hydrants, and green storm water infrastructure (Water Department)
 - Bus shelters & bike share kiosks (Mayor's Office of Transportation & Utilities)

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3.6 Permits Issued by the Streets Department Highway Districts

A map of all Highway District offices is provided in the appendix.

3.6.1 Curb or Sidewalk Pipe Posts (Bollards)

Submit: Application to Install Pipe Posts, Plot Plan (2 copies, on 8.5" x 11" paper and showing locations of the proposed posts).

Issued by the Streets Department, curb or sidewalk posts may be installed if the Department of Streets determines that such installations are necessary to prevent possible injury to pedestrians or damage to property by motor vehicles coming upon the footway. Curb or Sidewalk Pipe Post (Bollard) Permits are issued by the Highway District where such work is proposed. Pipe post not conforming with the requirements of the Philadelphia Code, §11-604(8), as listed below, may only be approved by ordinance of City Council (Section 2.2.7). Pipe Posts must:

- Extend 42 inches above the footway grade, and 2 feet below such grades
- Be centered not more than 10 feet apart, and on a line parallel with the curb lines 18 inches back of the face of the curb; except on sidewalks eight (8) feet in width or less, posts shall be centered on a line parallel with the curb lines twelve (12) inches back of the face of the curb.
- In no event shall be installed in front of existing steps
- Have an inside diameter of six (6) inches, are filled with concrete and have a metal cap; except on residential streets with sidewalks eight (8) feet in width or less, posts shall have an inside diameter of four (4) inches, be filled with concrete and have a metal cap
- Not be set within 2 feet of any inlet or manhole

3.6.2 Curb and Footway Permits

Submit: Application for Curb and Footway Permit, a valid L&I Curb Setters License and a Plot Plan

Fee: None

Curb and Footway Permits are issued by the Streets Department for any alteration or repair of sidewalks and curbs in the City of Philadelphia. These permits ensure the safety and appearance of our communities. Curb and Footway Permits are issued by the Highway District where such work is proposed. Plans not approved by the Right of Way Unit, in accordance with the Plan Review Standards, Chapter 2, must conform to the requirements within Streets Plan Review Checklist No.1 or 2 (see Appendix C). Applicants seeking permits for projects with 100 feet or more of curb will also be required to obtain the services of the district survey office where the work is being performed. A map of all Highway and Survey District offices are provided in the appendix.

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3.7 Permits Issued by the Streets Department Traffic Engineering Unit

Permits applications for the following are to be directed to:

Streets Department, Traffic Engineering
1401 John F. Kennedy Blvd
Municipal Services Building, Room 980
Philadelphia, PA 19102

3.7.1 Bus Carrier Zone Permits

Submit: Bus Zone Carrier Permit Application
Fee: \$5,000/year (exclusive), \$2,500 (shared)
Review Time: 3 Months
Permit Duration: One (1) year, beginning April 1, and ending March 31
Permit Renewal: Three (3) months before the expiration date

The bus carrier company must provide the following:

- Days and hours of operations of the bus zone, including the exact time of arrival and departure of each bus.
- A minimum clear path of six (6) feet alongside the bus zone (on the sidewalk) to allow a continuous pedestrian passageway. The immediate vicinity of the bus zone, including the actual bus zone must be clear of litter and obstructions (i.e. cones) at all times.
- Copy of the carrier's Interstate License
- Business Privilege Number (where applicable)
- Sign details (max size is 12 inches wide, and 18 inches long)

Limitations & Requirements:

- No more than one bus per company is allowed in the zone at a time.
- The maximum time that buses are allowed to reside in an exclusive (non-shared) bus zone is 10 minutes. The maximum time that buses are allowed to reside in a shared bus zone is one minute.
- A copy of this permit will be kept available at the office of the bus carrier company and will be exhibited upon request to any properly identified employee of the City of Philadelphia.

3.7.2 Driveway Paint Marking Permit

All applications for driveway paint markings may be subject to a site inspection, typically taking 2-3 months to schedule and complete.

Submit: Application for Driveway Paint Parking Permit
Review Time: 90 Business Days

The following conditions shall apply to all permits issued:

1. Only the markings authorized by the permit issued are to be applied. The Streets Department will determine the appropriate markings. These markings will be illustrated on an attached drawing, if approved.

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2. All lines must be strictly in accordance with the attached drawing and no curb markings may extend along, across or onto any part of the curb and sidewalk. These markings shall be 4 inch wide and in white paint only.
3. The City of Philadelphia will assume no cost or liability, which may arise as a result of the application of these markings. All such costs and liability will be solely assumed by the person applying for this permit.
4. A copy of this permit will be kept available at the above premises and will be exhibited upon request to any properly identified employee of the Streets Department, the Philadelphia Police Department, or the Philadelphia Parking Authority.
5. The applicant will remove all markings authorized by this permit within seventy-two hours upon written notification to that effect from the City of Philadelphia.

3.8 Permits Issued by the Streets Department Bridge Design Unit

3.8.1 Special Hauling Permits (for Oversize and Overweight Vehicular Transports)

Applications: Online Only (<https://secure.phila.gov/Streets/HaulingPermit/>)

Account Required: Yes

Submit: Online application, a non-refundable electronic payment, Permits/Approvals (as required) from other agencies (see REQUIREMENTS on the Special Hauling Permits website).

Review Time: 3 Business Days

- A. Special Hauling Permits are issued by the Streets Department's Bridge Design Unit for oversized and overweight vehicular transports. Routes for each permitted trip are carefully regulated to protect structures, both overhead and those with weight restrictions. In some cases, police escorts are required, and must be arranged separately with the Philadelphia Police Department (reimbursement charges apply).
- B. Through this system clients may apply to obtain a City of Philadelphia Special Hauling Permit allowing one individual vehicle a single one-way move. Once submitted, permits are immediately paid for up front, with no refunds available, using a credit card, debit card, or e-check. Each client will have their own account profile in which they may apply for new permits, check the status of unprocessed permits, and view processed permits to print and carry for law enforcement verification.
- C. Prerequisite approvals and permits related to other agencies will be transmitted by email or facsimile. A bulletin board of current restrictions is available to assist in route planning.
- D. Each permit is valid for a single, one way move.

3.9 Permits Issued by the Streets Department Sanitation Division

The Sanitation Division of the Streets Department does not issue permits. Applicants seeking approval for the placement of dumpsters or trashcans within the Right of Way are directed to the Department of Licenses and Inspections. Construction dumpsters are permitted by the Streets Department, and are addressed in Section 3.2.4(C).

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3.10 Permits Issued by the Department of Licenses and Inspections (L&I)

While not the permitting agency for any of the following, the Streets Department is required to approve all of the following prior to issuance of a license or permit by the Department of Licenses and Inspections. See Plan Review Standards (Chapter 2) for additional information.

3.10.1 Building, Foundation and Zoning Permits

- A. See Plan Review Standards (Chapter 2) for additional information.
- B. Driveways
 - Zoning permits for driveways are issued by the Department of Licenses and Inspections. While Streets Department approval is required from the Right-of-Way Unit, no permit is issued for driveways by the Streets Department. Permits required by agencies other than L&I for work related to driveways are:
 - PennDOT Highway Occupancy Permits (for driveways on state routes).
 - Curb and Footway Permit(s) (see Section 3.6.2)
 - Street Closure Permits (see Section 3.2)

3.10.2 Newsstand Licenses

Newsstand Licenses are issued by the Department of Licenses and Inspections. Streets Department approval is required from the Right-of-Way Unit prior to obtaining a newsstand license.

3.10.3 Sidewalk Café Licenses

Sidewalk Cafes Licenses are issued by the Department of Licenses and Inspections. Streets Department approval is required from the Right-of-Way Unit prior to obtaining a sidewalk café license.