

CITY OF IDAHO FALLS DIVISION OF PUBLIC WORKS
TRAINING FOR

RIGHT-OF-WAY CONTRACTOR LICENSING AND RIGHT-OF-WAY PERMITS

January 28, 2015



Notes:

- ▶ This training is for work performed in City of Idaho Falls rights-of-way.
- ▶ Work in ITD rights-of-way must be approved and permitted by ITD

Outline

- ▶ Definitions
- ▶ Changes to City Code Title 4, Chapter 5 – Public Right-of-way Contractors
- ▶ Changes to City Code Title 8, Chapter 7 – Public Right-of-way Construction
- ▶ Licensing and permitting procedures
- ▶ New permit application form
 - ▶ Revised street repair detail
- ▶ Q & A



Definitions

- ▶ **PUBLIC RIGHT-OF-WAY CONSTRUCTION:** The construction, placement or laying of any asphalt or concrete pavement; sidewalk; driveway; curb; gutter; water line; sanitary sewer line storm drain line; telephone line; electrical line, conduit, or facilities; cable TV line, conduit, or facilities; gas line or facilities; or any other similar structure or appurtenant facilities within any street, alley, easement or other public right-of-way of the City.



Definitions (continued)

- ▶ **PUBLIC RIGHT-OF-WAY CONTRACTOR:** Any person, partnership, corporation, association, agency or other organization who engages in the business of public right-of-way construction or who contracts for and engages in removal of snow, debris, or other materials from public rights-of-way.



Definitions (continued)

- ▶ **CONSTRUCTION:** The construction, placement or laying of any asphalt or concrete pavement; sidewalk; driveway; curb; gutter; water line; sanitary sewer line; storm drain line; telephone line, conduit or facilities; electrical line, conduit or facilities; cable TV line, conduit or facilities; gas line or facilities; or any other similar structure or appurtenant facilities within any street, alley, easement or other public right-of-way of the City.



Definitions (continued)

- ▶ **EXCAVATION:** Any operation in which earth, rock or other material in the ground is moved or otherwise displaced by any means, including, but not limited to explosives.
- ▶ **EXCAVATOR:** Any person who engages directly in excavation within City limits.



Definitions (continued)

- ▶ REPAIR: The improvement, alteration, modification or replacement of any asphalt or concrete pavement; sidewalk; driveway; curb; gutter; water line; sanitary sewer line; storm drain line; telephone line, conduit or facilities; electrical line, conduit or facilities; cable TV line, conduit or facilities; gas line or facilities; or any other structure or appurtenant facilities in any street, alley, easement or other public right-of-way of the City.



Changes to Title 4, Chapter 5

- ▶ Definition of “Public Right-of-way Contractor” expanded to include those who are contracted to remove snow
- ▶ Licensee’s bond must remain in effect for the duration of the warranty period
 - ▶ Include the year of licensure and the following year
- ▶ License may be suspended or revoked for failure to comply with Title 8, Chapter 7 (permit chapter)



Changes to Title 8, Chapter 7

- ▶ Engaging in construction or excavation in public rights of way without a permit approved by the City Engineer constitutes an infraction (punishable by fines)
- ▶ Copy of approved permit must be kept onsite at all times that work is performed
- ▶ Authorizes a permit fee to be charged (amount set by resolution of City Council – currently proposed at \$50 to be approved in February 2015)



Changes to Title 8, Chapter 7 (continued)

- ▶ Added exception to permit requirement for emergency repairs to underground facilities
 - ▶ Must notify City Engineer and complete and warranty the work according to this chapter
 - ▶ Other exceptions include:
 - ▶ Tilling the soil (depth < 15") for agriculture
 - ▶ Replacement of guardrail, signs, delineators, culverts, power poles, telephone poles, and traffic control device supports in the same approximate location and depth
 - ▶ Other exceptions don't apply if "underground facilities" are reasonably expected
 - ▶ Traffic control plans may still be needed



Changes to Title 8, Chapter 7 (continued)

- ▶ Adds specific requirement to restore all surface improvements
- ▶ Adds requirement that survey monuments disturbed be reestablished and remonumented
- ▶ Clarifies that the City may make a claim on the permittee's bond for failure to make repairs



Licensing and Permitting Procedures

Licensing Procedure

- ▶ All submittals to the Public Works Division
 1. Submit application with payment of \$50 license fee
 2. Submit "Certificate of Insurance"
 3. Submit License/Performance Bond in amount of \$5,000 (for the year of licensure plus the warranty year)
 4. Update contact information and authorized personnel list as needed



Licensing and Permitting Procedures (continued)

Permit Procedure

1. Contractor must hold a current City right-of-way contractor license, except:
 - ▶ Property owner placing concrete on own frontage
 - ▶ Franchised utility doing work with own forces
2. Submit completed and signed application, with fee, to the Engineering Department
 - ▶ May require engineered drawings and/or traffic control plans
3. Call Dig Line (811) for locates



Licensing and Permitting Procedures (continued)

Permit Procedure (continued)

4. Obtain approved permit, signed and dated by the City of Idaho Falls
5. Provide required notice to City in advance of work
6. Complete the work, calling for inspections as required by City Code
7. Submit "As-built" drawings to the City as required
8. Provide 1-year warranty from date of acceptance for improvements and/or surface repairs



New Permit Application Form

- ▶ Previously, the City initiated permits based on Dig Line locate requests and contractors were asked to stop by City offices to sign them, essentially at their convenience
- ▶ New application form asks for additional information not transmitted via Dig Line
- ▶ Once the contractor has signed and the City has approved the application, the form becomes the actual permit





Public Right-Of-Way Permit

Permit # _____

City of Idaho Falls
Engineering Department
380 Constitution Way
(208)612-8250

Type: Excavation Construction

Applicant/Permittee:

Name/Firm/License No.

Address

City, State, Zip

Telephone No. After Hours Telephone No.

Property Owner:

Name/Firm

Address

City, State, Zip

Telephone No.

Site Address/Location: _____ Digline Call Date/No: _____

Detailed Description of Work: _____

Conditions of Permit

1. Contractor shall comply with all licensing requirements of Title 4, Chapter 2 of the City of Idaho Falls Code of Ordinances.
2. Contractor shall comply with all permit requirements of Title 8, Chapter 7 of said Code.
3. The Utility Owner shall submit Plans for any Utility Main Line to the City Engineer for approval and "As-Built Drawings" after construction to the Engineering Department.
4. The Contractor shall notify the Engineering Department at least One (1) Working Day and no more than Seven (7) Working Days in advance of any work. All work shall commence within Ten (10) Working Days of utility location or a new permit shall be required.
5. Permanent surface repairs shall be made within Three (3) days of backfill unless otherwise approved by the City Engineer. Temporary surface repairs may be required by the City Engineer.
6. Permittee warrants the adequacy and continued satisfactory condition and function of any backfill and/or permanent patch installed by Permittee under this permit for a period of One (1) year after they have been accepted by the City Engineer.
7. All work described herein shall be performed in accordance with the current Building Code, Electrical Code, Idaho Falls Engineering Standard Drawings and Specifications or other applicable Ordinances. Any work not conforming to these conditions may be corrected by the City of Idaho Falls and the cost of such corrective work may be billed to the Permittee.
8. Issuance of this Permit only allows Construction and/or Excavation within a Public Right-Of-Way or Easement for the Improvements Indicated Above, and does not relieve Permittee from the responsibility to obtain a Building Permit, Special Use Permit, Variance or other Approval Required By Law. All work shall comply with erosion control requirements of Title 8, Chapter 14 of the Code of Ordinances.

Applicant Signature: _____ Date: _____

Name Printed: _____

APPROVED PERMIT MUST BE ONSITE DURING WORK

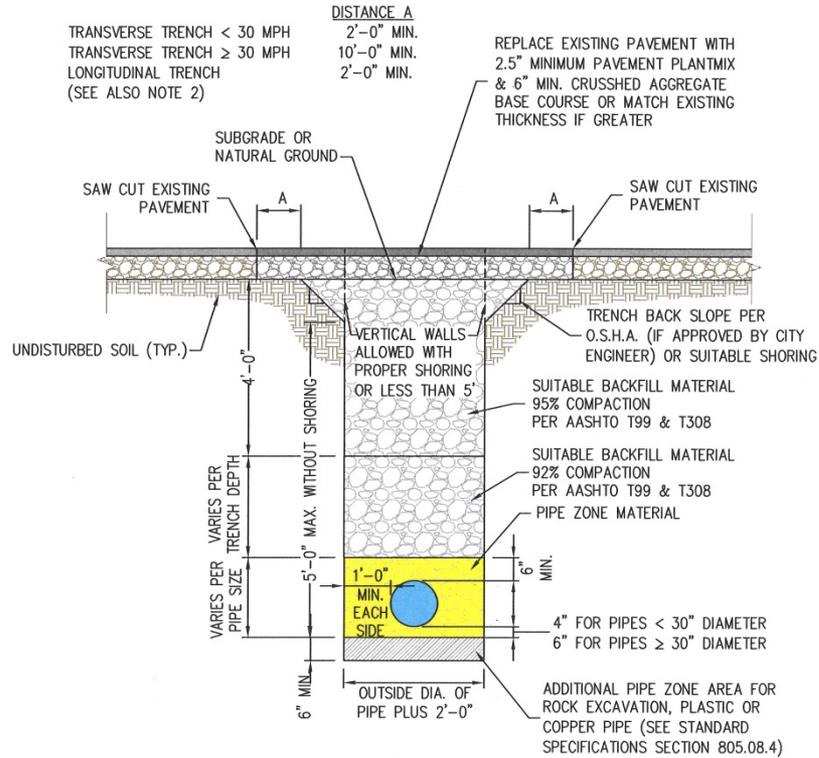
OFFICIAL USE ONLY

This permit is hereby approved and issued in accordance with Title 8, Chapter 7 of the City of Idaho Falls Code of Ordinances.

City Engineer or Authorized Representative Approval Date

Date Work Accepted Warranty Expiration Date Permit No. _____

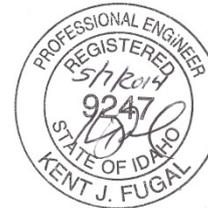




STANDARD BACKFILL TRENCH & RESURFACING

NOTES:

1. TRENCH WIDTH AT SURFACE TO BE KEPT TO A MINIMUM. SLOPING OF TRENCH IN EXISTING PAVEMENT SURFACES SHALL NOT BE ALLOWED WITHOUT WRITTEN PERMISSION OF THE CITY ENGINEER. ALL TRENCHING SHALL BE DONE IN STRICT ACCORDANCE OF THE OCCUPATIONAL SAFETY AND HEALTH ACT (O.S.H.A.) REQUIREMENTS.
2. PATCH EDGES THAT RUN LONGITUDINAL TO THE ROADWAY ARE ALLOWED ONLY AT THE EDGES OR MIDPOINT OF TRAVEL LANES.



Questions?

Watch for Fact Sheet/FAQs to be posted to
the City web site
(www.idahofallsidaho.gov)

