

Permit Types and Fees

Roadway Cut Permit

A Roadway Cut Permit is required any time a city-owned street is cut into, whether it is for utility maintenance, repairs, or emergencies. Specifically, it is required when the proposed cut is within the street itself (curb to curb). If a cut is in the sidewalk only, a Roadway Cut Permit is not required, but you will need to contact the Licenses and Inspections Department at (302) 576-3099 to get the appropriate approval. However, if the cut extends from the sidewalk into the street, a Roadway Cut Permit is required.

NOTE: If approved, the Roadway Cut Permit will include approval to close the street. The applicant will NOT need to submit a separate application for a Street Closing Permit.

Exceptions

There are several instances where a Roadway Cut Permit is not required, including when:

1. The excavator is working on behalf of the DPW on City-owned utilities
2. The utility is required by the city to relocate its facilities
3. The work is part of a transportation improvement project funded by federal, state, or local governments

However, the City does require notification of these projects. For notification, please use the Right-of-Way Notification feature that is available through this site.

Application Requirements

The following supporting documents are required for each Roadway Cut Permit application:

1. Proof of Insurance - Please obtain property damage liability insurance in the amount of \$1 million with the city listed as an additional insured endorsement and provide it with your application.
2. Proof of Bonding - Please provide a cash deposit, bond, or letter of credit in the amount of the estimated construction costs of the project.
3. Construction Plan - Please provide a map in a scale that clearly depicts the proposed project location along with the dimensions of the proposed excavation.
4. Pavement Restoration plan - Please provide the pavement restoration details. To review the City requirements, please see the Underground Facilities Coordination Manual.
5. Maintenance of Traffic (MOT) Plan - Please provide the traffic control details that will be used. For most projects, the City requires the use of either DelDOT Typical Application 3, 6, 10, 18 or 20.
6. Assurance that customers affected by the street closures and construction have been properly notified.

Fee Structure

There is a \$35 administration fee plus \$150 for the first 200 square yards. For excavations greater than 200 square yards, the fee will increase by \$100 for each additional 100 square yards.

INCENTIVE: If approved coring technology is used, only the \$35 administration fee applies. For more information about this technology, go to "City Approved Coring Technology" under Links.

Emergencies

A utility may conduct an emergency excavation without first obtaining a Roadway Cut Permit if the work is necessary for the preservation of life, health, or property or for the restoration of interrupted service. In the case of an emergency, the utility must notify the City **within 24 hours** by calling 302-576-3060 or emailing RCMS@WilmingtonDE.gov. If calling outside the regular business hours, please leave a detailed message. The utility will then have 3 business days to apply for the permit that would otherwise have been necessary for the activity.

Street Closing Permit

A Street Closing Permit is required any time a city-owned street is partially or fully closed to pedestrian or vehicular traffic.

Exceptions

There are several instances where a Street Closing Permit is not required, including when:

1. The excavator is working on behalf of the DPW on City-owned utilities
2. The utility is required by the city to relocate its facilities
3. The work is part of a transportation improvement project funded by federal, state, or local governments

However, the City does require notification of these projects. For notification, please use the Right-of-Way Notification feature that is available through this site.

Application Requirements

A Maintenance of Traffic (MOT) Plan is required for each Street Closing Permit application. For most projects, the City requires the use of either DelDOT Typical Application 3, 6, 10, 18 or 20.

Fee Structure

There is no fee associated with Street Closing permits at this time. The City reserves the right to begin charging a fee for these permits if deemed appropriate in the future.

Emergencies

A utility may conduct an emergency excavation without first obtaining a Street Closing Permit if the work is necessary for the preservation of life, health, or property or for the restoration of interrupted service. In the case of an emergency, the utility must notify the City **within 24 hours** by calling 302-576-3060 or emailing RCMS@WilmingtonDE.gov. If calling outside the regular business hours, please leave a detailed message. The utility will then have 3 business days to apply for the permit that would otherwise have been necessary for the activity.