

City of Wilmington Department of Public Works



Roadway Cut Management System Online Permitting

User Guide

January 2012

Prepared by



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1 Introduction

In April 2007, the City of Wilmington amended Chapter 42 of the City Code, Right-of-Way Management, and adopted the Underground Facilities Coordination Manual in an attempt to increase the service life of the City's pavement network. This amendment, enacted through Ordinance 07-002, requires all contractors and public utility agencies to obtain a Roadway Cut Permit from the Department of Public Works (DPW) in advance of performing an excavation within a City-owned street.

The overall goals of this new permitting process are:

1. To preserve the original investment of the street and roadway systems,
2. To minimize the disruption and maximize the safety to the traveling public caused by construction, and
3. To reduce future maintenance problems.

In addition to the new Roadway Cut Permit, the DPW will continue to require a Street Closing Permit for any work within the Right-of-Way that results in a lane closure or otherwise impedes traffic in any way. In the past, street closing permits were issued by the Transportation Division of the DPW. This paper-based process is no longer in use. All customers requiring a Street Closing Permit must either apply online using the permitting website or apply in person at the DPW main office:

6th Floor
800 North French Street
Wilmington, DE 19801

Link to Online Permitting System Website:

<http://citypermit.wilmingtonde.gov/home>

2 Access the Permit Application Website

1. From the City's permit webpage, click on the link for registering / applying for permits.
<http://citypermit.wilmingtonde.gov/PLL/>
2. Enter your Username and Password to gain access to the site or refer to the next section to learn how to create a new account.



The image shows a login form titled "Contractor Remote Access Login". It features two input fields: "Username:" and "Password:". To the right of the "Password:" field is a "Login" button. Below the input fields are two blue hyperlinks: "have Login ID & Password" and "Forgot your Login ID or Password".

3 Register for a User Account

NOTE: At this time, this functionality has been disabled. To register for an account, please contact Brooke Sanders by email bsanders@wilmingtonde.gov.

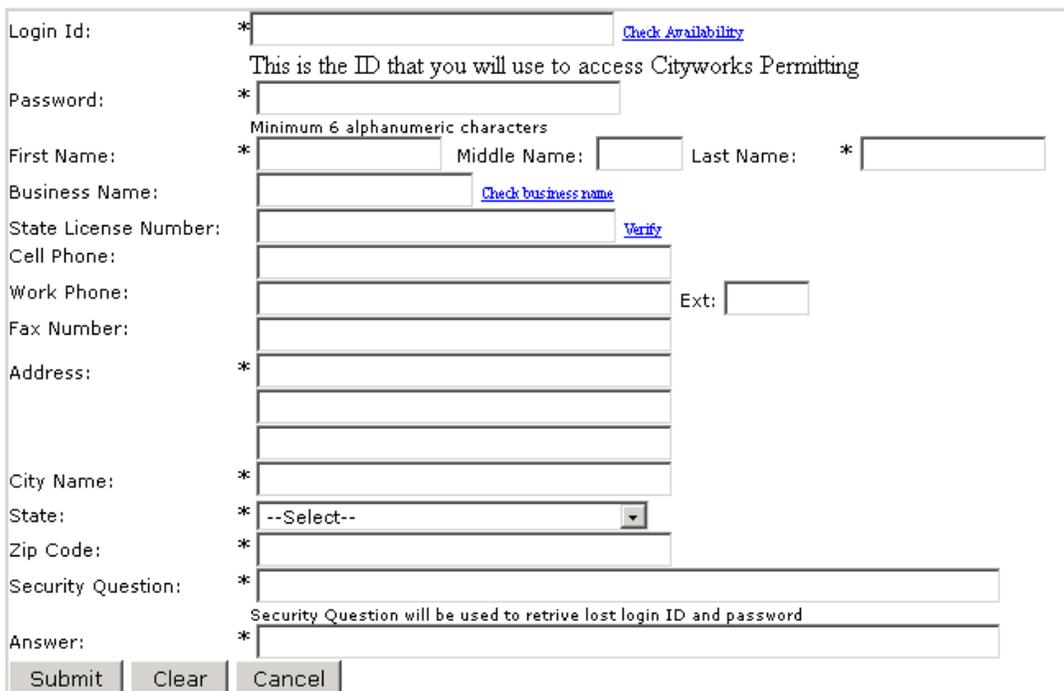
First time users will need to register for a user account.

1. On the Sign In page, click on the “Don’t have Login ID & Password” link to register with the system. This will bring you to an account registration page where you can enter the required information.



The screenshot shows a login form titled "Contractor Remote Access Login". It includes fields for "Username:" and "Password:", a "Login" button, and two links: "Don't have Login ID & Password" and "Forgot your Login ID or Password".

2. Fill in all required fields shown with an asterisk next to them. The Username must be an email address. Click on “Check Availability” for the Login ID. If it is unavailable, that ID may already be in the system as a Contractor. Please contact DPW to confirm.



The screenshot shows a registration form with the following fields and instructions:

- Login Id: * [input] [Check Availability](#)
This is the ID that you will use to access Cityworks Permitting
- Password: * [input]
Minimum 6 alphanumeric characters
- First Name: * [input] Middle Name: [input] Last Name: * [input]
- Business Name: [input] [Check business name](#)
- State License Number: [input] [Verify](#)
- Cell Phone: [input]
- Work Phone: [input] Ext: [input]
- Fax Number: [input]
- Address: * [input]
- City Name: * [input]
- State: * --Select-- [dropdown]
- Zip Code: * [input]
- Security Question: * [input]
Security Question will be used to retrieve lost login ID and password
- Answer: * [input]

Buttons: Submit, Clear, Cancel

3. Click on “Submit”. The DPW will review your request within 1-2 business days. You will receive an email notification once your account has been activated.

If you’ve forgotten your password, click on the “Forgot your Login ID or Password” link on the login screen. You will need to insert the security question and answer you created when you registered with the system as well as your Login ID.

Forgot Password

Login ID:

Security Question:

Answer:

Click on "Submit".

4 Apply for a Roadway Cut Permit

1. Click on “Apply for Permit Here” within your account’s Home page.

Permits
Apply for Permit Here
Check Status of Permit

2. Choose the Roadway Cut Permit from the selection provided. A series of steps will take you through the application process.

Please click on one of the following links to apply for a case online!
DPW - Hydrant Use Permit
DPW - Notify City of Work in ROW
DPW - Roadway Cut Permit
DPW - Street Closure Permit

3. Enter a description of the work to be done and click on “Next”. If at any time an edit needs to be made within a previous screen, click on the “Back” button.

DPW - Roadway Cut Permit	
Description (optional):	Check Spelling
<input type="text" value="Cut required for installation of new water main"/>	
<input type="button" value="Back"/> <input type="button" value="Next"/> <input type="button" value="Clear"/> <input type="button" value="Cancel"/>	
Step 1 of 7	

4. To insert address information, click on “Click Here to ‘Search/Select’ Case Addresses”

DPW - Roadway Cut Permit	
Click Here to 'Search/Select' Case Addresses	
<input type="button" value="Back"/> <input type="button" value="Next"/> <input type="button" value="Clear"/> <input type="button" value="Cancel"/>	
Step 2 of 7	

The permit centers around a specific street address. If you know the full address, insert the values into the fields. If not, insert the street name (ex: Market) and click on Search. Cross streets will be inserted in a future step.

Street Number	<input type="text"/>
To	<input type="text"/>
Object Type	--All--
Street Fraction	<input type="text"/>
Prefix Direction	<input type="text"/>
Object Id/APN	<input type="text"/>
Street Name	Market
Street Type	<input type="text"/>
Suffix Direction	<input type="text"/>
Examples	
<input type="button" value="Search"/>	<input type="button" value="Clear"/>

Select the address by clicking within the radio button provided, then click on “Submit”. You may only choose one address in this step.

<input type="checkbox"/>	Str#	Frac	Dir	Name	Type	Post	Dir	Suite	Object	ID
<input type="checkbox"/>	4301		N	MARKET	ST				2600940053	
<input type="checkbox"/>	3117		N	MARKET	ST				2601540396	
<input type="checkbox"/>	3801		N	MARKET	ST				2601620047	
<input type="checkbox"/>	3905		N	MARKET	ST				2601620093	
<input type="checkbox"/>	4001		N	MARKET	ST				2601620133	
<input checked="" type="checkbox"/>	4007		N	MARKET	ST				2601620135	
<input type="checkbox"/>	4009		N	MARKET	ST				2601620136	
<input type="checkbox"/>	4011		N	MARKET	ST				2601620137	
<input checked="" type="checkbox"/>	4111		N	MARKET	ST				2601620159	
<input type="checkbox"/>	4201		N	MARKET	ST				2601620160	

1 2 3 4 5 ... >>

Submit Cancel

If the address is correct, click on “Next”. If an edit needs to be made, either click on the “Remove” button next to an address or click on the “Clear” button.

DPW - Roadway Cut Permit

[Click Here to 'Search/Select' Case Addresses](#)

Parcel	Str#	Dir	Name	Type	City Name	Zip Code	
2601620135	4007	N	MARKET	ST	WILMINGTON		Remove
2601620159	4111	N	MARKET	ST	WILMINGTON		Remove

Back Next Clear Cancel

Step 2 of 7

- Complete all applicable fields with the appropriate information about your project and click on “Next”. If information is missing, this could delay the approval of your permit.

Please note: any field with an asterisk next to it is a required field. If it is not filled out, you will be prevented from saving your permit application.

Please refer to APPENDIX A for the full form found below.

DPW - Roadway Cut Permit

Grand Sum ReCal

PW-WORKDET : DPW - Work Details Group Sum Sum Flag

PW-STRNAME : Street Name
*Text

PW-STATEST : Is this a State maintained road?
List Value

PW-BEGINST : Begin Cross Street
*Text

PW-ENDST : End Cross Street
*Text

PW-ADDRESS : Address(es)

Comment Value

Description of each field:

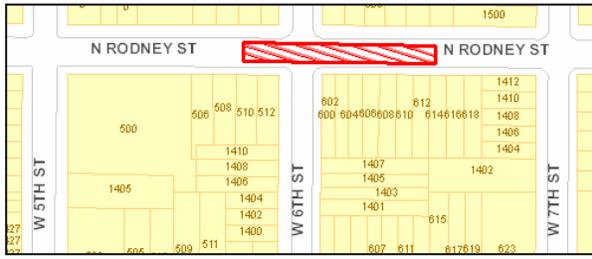
Street Name – Please provide the name of the street(s) for the permit.

Is this a State-maintained road? – Please choose from the drop-down lists provided. If unsure, please review the map of City- and State-maintained roads found within the “Useful Links” navigation pane of the permit website.

Begin Cross Street – The beginning block / intersection of the excavation.

End Cross Street – The end block / intersection of the excavation.

NOTE: All work must take place BETWEEN the two cross streets. For example, if your excavation is here:



You would enter:

Street Name = Rodney

Begin Cross Street = 5th

End Cross Street = 7th

Even though 6th Street is closer to the beginning of the excavation, you must enter 5th St so that the DPW knows that work is occurring on BOTH blocks of Rodney St.

Address(es) – Enter one or more specific addresses along the street you will be working on. This field is for your own tracking purposes and is not required by the DPW. **NOTE: a separate permit is not required for each address along the main street.**

Type of Work Being Performed – Most projects will fall under one of these four types:

- New Utility Installation
- New Customer Service Line
- Utility Line Maintenance/Repair
- Storm Inlet Rehabilitation

If your project does not fit any of these descriptions, please choose “Other (Enter Below)” and then type in a brief description in the textbox provided.

Is this permit for new water / sewer installation? – Choose from the drop-down lists provided.

If yes, have you received an approval for this work? – If you are not installing new water or sewer lines, please choose “NA”. If you are installing new water or sewer lines and have not received approval from the City, please select “No” and contact the City. If you have received approval, please select “Yes” and specify the approval number in the textbox provided.

Is this permit for emergency work that has already been completed? – If yes, you may enter Work Start/End Dates (next fields) that are in the past.

Work Start Date – The date the project is scheduled to begin. Please specify a date even if it is approximate or tentative. This will help the DPW determine if there are other projects or special events in the area that may conflict.

Work End Date – The date the project is anticipated to be completed. Once issued, the permit will be valid for 90 days. If your project is expected to take longer than 90 days, you must indicate this on your application using the “Comments/Special Instructions” field. The DPW may allow an exception to be made for your project if the reasons provided are reasonable. **NOTE: If you do not request a longer term permit in advance, you will be required to apply and pay for a new permit after the first one expires.**

Enter Excavation Area – The length/width of the excavation in feet. If you are planning to make multiple cuts, you must enter the TOTAL length and TOTAL width for all cuts so that a total excavation area can be calculated. The excavation area is directly related to your permit fee so please make sure the values entered are correct. **NOTE: You must enter “1” in the field for “Enter 1”.**

Will approved coring technology be used? If yes, your permit fee will be \$35 only. For more information, click “Permit Types and Fees” under Permit Information in the Navigation bar.

Will your excavation extend past the curb into the sidewalk? If yes, the DPW will notify Licenses and Inspections (L&I) when your permit is issued. You will not have to contact them yourself.

Existing Surface/Curb Materials – Choose from the drop-down lists provided.

Estimate Construction Budget – Enter the approximate cost of your project. This is used to determine the level of bonding and insurance required.

Traffic Control Plan – For most projects, the City requires the use of DeIDOT Typical Application 3, 6, 10, 18 or 20. (For more information on these cases, refer to the Underground Facilities Coordination Manual available under “Useful Links” on the homepage.) If your project requires a full road closure, please indicate this. The DPW will then notify Public Safety who will determine if a police officer is required to be onsite.

Vehicle Traffic Closing Begin/End Dates/Times – Enter the dates/times that the street will be closed to vehicular traffic. For example, if your project requires the street to be closed 24 hours a day for several days, just enter the start/end dates and leave the time fields empty. However, if the street will only be closed during working hours but will be open the rest of the day, please enter the start/end times as well (e.g., 7am – 4pm).

Pedestrian Traffic Closing Begin/End Dates/Times – Enter the dates/times that the sidewalk will be closed. For example, if your project requires the sidewalk to be closed 24 hours a day for several days, just enter the start/end dates and leave the time fields empty. However, if the sidewalk will only be closed during working hours but will be open the rest of the day, please enter the start/end times as well (e.g., 7am – 4pm).

Crane Weight, Length, Width, etc. – If your project will be utilizing a crane, enter the crane details in the fields provided.

Field Contact Name – Enter the first and last name of the supervisor expected to be onsite during the project.

Field Contact Cell Phone – Enter the cell phone number of the supervisor expected to be onsite during the project.

Email address for all permit-related communication – This person will be CC-ed on all email confirmations and notifications. If blank, only the user completing the application will be contacted.

Contractor / Utility Working For – If a contractor /sub-contractor is completing any portion of the work, i.e., street restoration, please enter the business name within this field.

Contractor Field Contact Name – Enter the first and last name of the contractor / sub-contractor who will be onsite performing work during the project.

Contractor Field Contact Email – Enter the email address of the contractor / sub-contractor who will be onsite.

Comments/Special Instructions – Enter any additional information that you feel is relevant. For example, if your project is expected to take longer than 90 days to complete, you must request and provide justification for a longer-term permit.

Internal Tracking Number – This field has been provided for your own tracking purposes and is not required by the DPW.

Proof of Bond – Cash deposit, bond, or letter of credit in the amount of the estimated construction costs of the project.

Proof of Insurance - 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.

Project Plan with Scale – Map in a scale that clearly depicts the proposed project location along with the dimensions of the proposed excavation.

Maintenance of Traffic (MOT) Plan – Traffic control details that will be used. For most projects, the City requires the use of DeIDOT Typical Application 3, 6, 10, 18 or 20.

Street Restoration plan – Pavement restoration details. To review the City requirements, please see the Underground Facilities Coordination Manual.

Public Notification Letter – The letter that was used (or will be used) to notify affected residents of your upcoming project.

NOTE: If you do not have all the required documents at this time, you will not be able to submit the application.

- In the next step, select the supporting documents by clicking on “Attach Files”.

DPW - Roadway Cut Permit

Select a file to upload: [Attach Files](#)

Location Type: Database

Comment: [Check Spelling](#)

Back Next Clear Cancel

Step 4 of 7

Navigate to the files you would like to attach by clicking on “Browse”. Only one file can be selected at a time. Click on “Upload” and then “Submit”

Go through this process until all documents are attached, and then click “Next”.

NOTE: Please try to include the “requirement” in the file name. E.g., Bond.pdf, Insurance.pdf, etc. This is greatly appreciated by the DPW as it will help to streamline the review of your application.

7. In the next step, the permit fees are displayed. If approved coring technology will be used, DPW will review the fees and waive the incremental fee. Please click “Next”.

Fee Code	Description	Amount
PW-RCADMIN	DPW - Roadway Cut Administration Fee	35.00
PW-RCINFEE	DPW - Roadway Cut Permit Incremental Fee	150.00
Total Amount Due:		185.00

8. The final step details total amount due. Currently, DPW is not set up to accept payment through the internet. You will receive an email notification with an invoice number and where payment may be made once your permit application has been reviewed. Click on “Continue”. This will finalize your submission.

NOTE: Your permit has now been submitted and will display the summary form of all the information provided. To return to your cases, click on “Home” at the top of the page.

5 Apply for an Emergency Roadway Cut Permit

1. Click on “Apply for Permit Here” within your account’s Home page.

Permits
Apply for Permit Here
Check Status of Permit

2. Choose the EMERGENCY Roadway Cut Permit from the selection provided. A series of steps will take you through the application process.

Please click on one of the following links to apply for a case online!
Comm. Multi Family Housing
Comm. Permit - Certificate of Occupancy
DPW - EMERGENCY Roadway Cut Permit
DPW - Hydrant Use Permit
DPW - Notify City of Work in ROW
DPW - Roadway Cut Permit
DPW - Street Closure Permit

3. Provide a reason for the emergency roadway cut and click on “Next”. If at any time an edit needs to be made within a previous screen, click on the “Back” button.

DPW - EMERGENCY Roadway Cut Permit	
Description (optional):	Check Spelling
<input type="text" value="Reason for emergency repair"/>	
<input type="button" value="Back"/>	<input type="button" value="Next"/>
<input type="button" value="Clear"/>	<input type="button" value="Cancel"/>
Step 1 of 7	

4. To insert address information, click on “Click Here to ‘Search/Select’ Case Addresses”

DPW - EMERGENCY Roadway Cut Permit	
Click Here to 'Search/Select' Case Addresses	
<input type="button" value="Back"/>	<input type="button" value="Next"/>
<input type="button" value="Clear"/>	<input type="button" value="Cancel"/>
Step 2 of 7	

The permit centers around a specific street address. If you know the full address, insert the values into the fields. If not, insert the street name (ex: Market) and click on Search.

Cross streets will be inserted in a future step.

Street Number	<input type="text"/>
To	<input type="text"/>
Object Type	--All--
Street Fraction	<input type="text"/>
Prefix Direction	<input type="text"/>
Object Id/APN	<input type="text"/>
Street Name	Market
Street Type	<input type="text"/>
Suffix Direction	<input type="text"/>
Examples	
<input type="button" value="Search"/>	<input type="button" value="Clear"/>

Select the address by clicking within the radio button provided, then click on “Submit”. You may only choose one address in this step.

Str#	Frac	Dir	Name	Type	Post	Dir	Suite	Object Id
<input type="checkbox"/>	4301		N MARKET	ST				2600940053
<input type="checkbox"/>	3117		N MARKET	ST				2601540396
<input type="checkbox"/>	3801		N MARKET	ST				2601620047
<input type="checkbox"/>	3905		N MARKET	ST				2601620093
<input type="checkbox"/>	4001		N MARKET	ST				2601620133
<input checked="" type="checkbox"/>	4007		N MARKET	ST				2601620135
<input type="checkbox"/>	4009		N MARKET	ST				2601620136
<input type="checkbox"/>	4011		N MARKET	ST				2601620137
<input checked="" type="checkbox"/>	4111		N MARKET	ST				2601620159
<input type="checkbox"/>	4201		N MARKET	ST				2601620160

1 2 3 4 5 ... >>

Submit Cancel

If the address is correct, click on “Next”. If an edit needs to be made, either click on the “Remove” button next to an address or click on the “Clear” button.

DPW - Street Closure Permit

[Click Here to 'Search/Select' Case Addresses](#)

Parcel	Str#	Dir	Name	Type	City Name	Zip Code	
2601620135	4007	N	MARKET	ST	WILMINGTON		Remove
2601620159	4111	N	MARKET	ST	WILMINGTON		Remove

Back Next Clear Cancel

Step 2 of 6

- Complete all applicable fields with the appropriate information about your project and click on “Next”. If information is missing, this could delay the approval of your permit.

Please note: any field with an asterisk next to it is a required field. If it is not filled out, you will be prevented from saving your permit application.

Please refer to APPENDIX A for the full form found below, as it is the same as the Roadway Cut Permit form.

DPW - EMERGENCY Roadway Cut Permit

Grand Sum ReCal

PW-WORKDET : DPW - Work Details Group Sum Sum Flag

PW-STRNAME : Street Name
*Text

PW-STATEST : Is this a State maintained road?
List Value

PW-BEGINST : Begin Cross Street
*Text

PW-ENDST : End Cross Street
*Text

PW-ADDRESS : Address(es)

Description of each field:

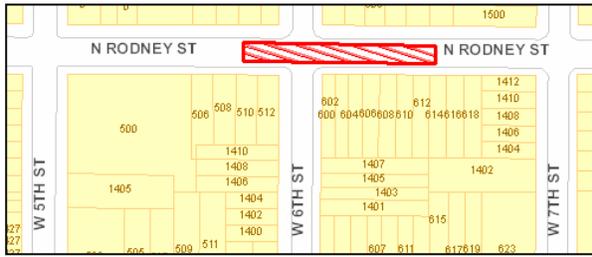
Street Name – Please provide the name of the street(s) for the permit.

Is this a State-maintained road? – Please choose from the drop-down lists provided. If unsure, please review the map of City- and State-maintained roads found within the “Useful Links” navigation pane of the permit website.

Begin Cross Street – The beginning block / intersection of the excavation.

End Cross Street – The end block / intersection of the excavation.

NOTE: All work must take place BETWEEN the two cross streets. For example, if your excavation is here:



You would enter:

Street Name = Rodney

Begin Cross Street = 5th

End Cross Street = 7th

Even though 6th Street is closer to the beginning of the excavation, you must enter 5th St so that the DPW knows that work is occurring on BOTH blocks of Rodney St.

Address(es) – Enter one or more specific addresses along the street you will be working on. This field is for your own tracking purposes and is not required by the DPW. **NOTE: a separate permit is not required for each address along the main street.**

Type of Work Being Performed – Most projects will fall under one of these four types:

- New Utility Installation
- New Customer Service Line
- Utility Line Maintenance/Repair
- Storm Inlet Rehabilitation

If your project does not fit any of these descriptions, please choose “Other (Enter Below)” and then type in a brief description in the textbox provided.

Is this permit for new water / sewer installation? – Choose from the drop-down lists provided.

If yes, have you received an approval for this work? – If you are not installing new water or sewer lines, please choose “NA”. If you are installing new water or sewer lines and have not received approval from the City, please select “No” and contact the City. If you have received approval, please select “Yes” and specify the approval number in the textbox provided.

Is this permit for emergency work that has already been completed? – If yes, you may enter Work Start/End Dates (next fields) that are in the past.

Work Start Date – The date the project is scheduled to begin. Please specify a date even if it is approximate or tentative. This will help the DPW determine if there are other projects or special events in the area that may conflict.

Work End Date – The date the project is anticipated to be completed. Once issued, the permit will be valid for 90 days. If your project is expected to take longer than 90 days, you must indicate this on your application using the “Comments/Special Instructions” field. The DPW may allow an exception to be made for your project if the reasons provided are reasonable. **NOTE: If you do not request a longer term permit in advance, you will be required to apply and pay for a new permit after the first one expires.**

Enter Excavation Area – The length/width of the excavation in feet. If you are planning to make multiple cuts, you must enter the TOTAL length and TOTAL width for all cuts so that a total excavation area can be calculated. The excavation area is directly related to your permit fee so please make sure the values entered are correct. **NOTE: You must enter “1” in the field for “Enter 1”.**

Will approved coring technology be used? If yes, your permit fee will be \$35 only. For more information, click “Permit Types and Fees” under Permit Information in the Navigation bar.

Will your excavation extend past the curb into the sidewalk? If yes, the DPW will notify Licenses and Inspections (L&I) when your permit is issued. You will not have to contact them yourself.

Existing Surface/Curb Materials – Choose from the drop-down lists provided.

Estimate Construction Budget – Enter the approximate cost of your project. This is used to determine the level of bonding and insurance required.

Traffic Control Plan – For most projects, the City requires the use of DeIDOT Typical Application 3, 6, 10, 18 or 20. (For more information on these cases, refer to the Underground Facilities Coordination Manual available under “Useful Links” on the homepage.) If your project requires a full road closure, please indicate this. The DPW will then notify Public Safety who will determine if a police officer is required to be onsite.

Vehicle Traffic Closing Begin/End Dates/Times – Enter the dates/times that the street will be closed to vehicular traffic. For example, if your project requires the street to be closed 24 hours a day for several days, just enter the start/end dates and leave the time fields empty. However, if the street will only be closed during working hours but will be open the rest of the day, please enter the start/end times as well (e.g., 7am – 4pm).

Pedestrian Traffic Closing Begin/End Dates/Times – Enter the dates/times that the sidewalk will be closed. For example, if your project requires the sidewalk to be closed 24 hours a day for several days, just enter the start/end dates and leave the time fields empty. However, if the sidewalk will only be closed during working hours but will be open the rest of the day, please enter the start/end times as well (e.g., 7am – 4pm).

Crane Weight, Length, Width, etc. – If your project will be utilizing a crane, enter the crane details in the fields provided.

Field Contact Name – Enter the first and last name of the supervisor expected to be onsite during the project.

Field Contact Cell Phone – Enter the cell phone number of the supervisor expected to be onsite during the project.

Email address for all permit-related communication – This person will be CC-ed on all email confirmations and notifications. If blank, only the user completing the application will be contacted.

Contractor / Utility Working For – If a contractor /sub-contractor is completing any portion of the work, i.e., street restoration, please enter the business name within this field.

Contractor Field Contact Name – Enter the first and last name of the contractor / sub-contractor who will be onsite performing work during the project.

Contractor Field Contact Email – Enter the email address of the contractor / sub-contractor who will be onsite.

Comments/Special Instructions – Enter any additional information that you feel is relevant. For example, if your project is expected to take longer than 90 days to complete, you must request and provide justification for a longer-term permit.

Internal Tracking Number – This field has been provided for your own tracking purposes and is not required by the DPW.

Proof of Bond – Cash deposit, bond, or letter of credit in the amount of the estimated construction costs of the project.

Proof of Insurance - 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.

Project Plan with Scale – Map in a scale that clearly depicts the proposed project location along with the dimensions of the proposed excavation.

Maintenance of Traffic (MOT) Plan – Traffic control details that will be used. For most projects, the City requires the use of DeIDOT Typical Application 3, 6, 10, 18 or 20.

Street Restoration plan – Pavement restoration details. To review the City requirements, please see the Underground Facilities Coordination Manual.

Public Notification Letter – The letter that was used (or will be used) to notify affected residents of your upcoming project.

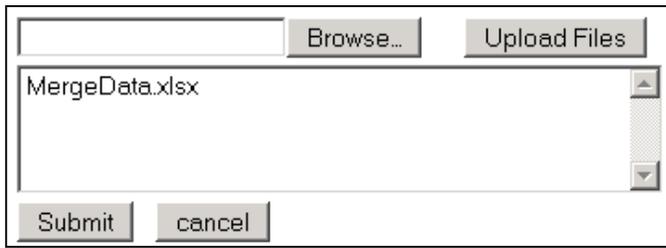
NOTE: If you do not have all the required documents at this time, you will not be able to submit the application.

- In the next step, select the supporting documents by clicking on “Attach Files”.

The screenshot shows a web-based application form titled "DPW - EMERGENCY Roadway Cut Permit". The form includes the following elements:

- A text input field labeled "Select a file to upload:" with an "Attach Files" button to its right, which is highlighted with a red rectangular box.
- A "Location Type:" dropdown menu currently set to "Database".
- A "Comment:" text area with a "Check Spelling" link to its right.
- Navigation buttons at the bottom: "Back", "Next", "Clear", and "Cancel".
- A page indicator "Step 4 of 7" in the bottom right corner.

Navigate to the files you would like to attach by clicking on “Browse”. Only one file can be selected at a time. Click on “Upload” and then “Submit”



Go through this process until all documents are attached, and then click “Next”.

NOTE: Please try to include the “requirement” in the file name. E.g., Bond.pdf, Insurance.pdf, etc. This is greatly appreciated by the DPW as it will help to streamline the review of your application.

- In the next step, the permit fees are displayed. If approved coring technology will be used, DPW will review the fees and waive the incremental fee. Please click “Next”.

DPW - EMERGENCY Roadway Cut Permit		
Fee Code	Description	Amount
PW-RCFEE	Roadway Cut Permit Fee	185.00
PW-RCINFEE	DPW - Roadway Cut Permit Incremental Fee	150.00
Total Amount Due:		335.00

Step 5 of 7

- Verify contractor information – it will pull the business information from your login – and click on “Next”.

DPW - EMERGENCY Roadway Cut Permit			
Click Here to 'Search/Select' for Contractor			
Business Name	Contractor Type	License Number	License Exp Date
Test Contractors	GENERAL	a	2/24/2012 12:00...

Step 6 of 7

- The final step details total amount due. Currently, DPW is not set up to accept payment through the internet. You will receive an email notification with an invoice number and where payment may be made once your permit application has been reviewed. Click on “Continue”. This will finalize your submission.

DPW - EMERGENCY Roadway Cut Permit	
Total Amount Due is 335.00	
<input type="button" value="Continue"/>	
<input type="button" value="Back"/> <input type="button" value="Next"/> <input type="button" value="Clear"/> <input type="button" value="Cancel"/>	

Step 7 of 7

NOTE: Your permit has now been submitted and will display the summary form of all the information provided. To return to your cases, click on “Home” at the top of the page.

[Home](#) || [My Account](#) || [Logout](#)
 Welcome: Sarah Brannon

6 Apply for a Street Closing Permit

1. Click on “Apply for Permit Here” within your account’s Home page.

Permits
Apply for Permit Here
Check Status of Permit

2. Choose the Roadway Cut Permit from the selection provided. A series of steps will take you through the application process.

Please click on one of the following links to apply for a case online!

[DPW - Hydrant Use Permit](#)

[DPW - Notify City of Work in ROW](#)

[DPW - Roadway Cut Permit](#)

[DPW - Street Closure Permit](#)

3. Provide a reason for the street closure and click on “Next”. If at any time an edit needs to be made within a previous screen, click on the “Back” button.

DPW - Street Closure Permit

Description (optional): [Check Spelling](#)

Reason for street closure

Back Next Clear Cancel

Step 1 of 6

4. To insert address information, click on “Click Here to ‘Search/Select’ Case Addresses”

DPW - Street Closure Permit

[Click Here to 'Search/Select' Case Addresses](#)

Back Next Clear Cancel

Step 2 of 6

The permit centers around a specific street address. If you know the full address, insert the values into the fields. If not, insert the street name (ex: Market) and click on Search.

Cross streets will be inserted in a future step.

Street Number	<input type="text"/>
To	<input type="text"/>
Object Type	--All--
Street Fraction	<input type="text"/>
Prefix Direction	<input type="text"/>
Object Id/APN	<input type="text"/>
Street Name	Market
Street Type	<input type="text"/>
Suffix Direction	<input type="text"/>
Examples	
Search Clear	

Select the address by clicking within the radio button provided, then click on “Submit”. You may only choose one address in this step.

<input type="checkbox"/>	Str#	Frac	Dir	Name	Type	Post	Dir	Suite	Object	ID
<input type="checkbox"/>	4301		N	MARKET	ST				2600940053	
<input type="checkbox"/>	3117		N	MARKET	ST				2601540396	
<input type="checkbox"/>	3801		N	MARKET	ST				2601620047	
<input type="checkbox"/>	3905		N	MARKET	ST				2601620093	
<input type="checkbox"/>	4001		N	MARKET	ST				2601620133	
<input checked="" type="checkbox"/>	4007		N	MARKET	ST				2601620135	
<input type="checkbox"/>	4009		N	MARKET	ST				2601620136	
<input type="checkbox"/>	4011		N	MARKET	ST				2601620137	
<input checked="" type="checkbox"/>	4111		N	MARKET	ST				2601620159	
<input type="checkbox"/>	4201		N	MARKET	ST				2601620160	

1 2 3 4 5 ... >>

Submit Cancel

If the address is correct, click on “Next”. If an edit needs to be made, either click on the “Remove” button next to an address or click on the “Clear” button.

DPW - Street Closure Permit						
Click Here to 'Search/Select' Case Addresses						
Parcel	Str#	Dir	Name	Type	City Name	Zip Code
2601620135	4007	N	MARKET	ST	WILMINGTON	Remove
2601620159	4111	N	MARKET	ST	WILMINGTON	Remove

Back Next Clear Cancel

Step 2 of 6

- Complete all applicable fields with the appropriate information about your project and click on “Next”. If information is missing, this could delay the approval of your permit.

Please note: any field with an asterisk next to it is a required field. If it is not filled out, you will be prevented from saving your permit application.

Please refer to APPENDIX B for the full form found below.

DPW - Street Closure Permit	
Grand Sum	<input type="text"/> ReCal
PW-STCLOS :	Street Closure Details Group Sum <input type="text"/> Sum Flag <input type="checkbox"/>
PW-STNAME :	Street Name
Text	<input type="text" value="Market St"/>
PW-BEGCROS :	Begin Cross Street
Text	<input type="text" value="40th"/>
PW-ENDCROS :	End Cross Street
*Text	<input type="text" value="42nd"/>
PW-ADDRESS :	Address(es)
Text	<input type="text" value="4111 N Market St"/>
PW-WSINSTA :	Is this permit for new water / sewer installation?
Yes No Value	<input type="radio"/> Y <input checked="" type="radio"/> N

Road Closure Purposes – Most projects will fall under one of these four types:

- Overhead Utility Work
- Temporary Dumpster
- Space for Demolition of Existing Adjacent Building
- Tree Removal

If your project does not fit any of these descriptions, please choose “Other (Enter Below)” and then type in a brief description in the textbox provided.

Traffic Control Plan – For most projects, the City requires the use of DeIDOT Typical Application 3, 6, 10, 18 or 20. (For more information on these cases, refer to the Underground Facilities Coordination Manual available under “Useful Links” on the homepage.) If your project requires a full road closure, please indicate this. The DPW will then notify Public Safety who will determine if a police officer is required to be onsite.

Vehicle Traffic Closing Begin/End Dates/Times – Enter the dates/times that the street will be closed to vehicular traffic. For example, if your project requires the street to be closed 24 hours a day for several days, just enter the start/end dates and leave the time fields empty. However, if the street will only be closed during working hours but will be open the rest of the day, please enter the start/end times as well (e.g., 7am – 4pm).

Pedestrian Traffic Closing Begin/End Dates/Times – Enter the dates/times that the sidewalk will be closed. For example, if your project requires the sidewalk to be closed 24 hours a day for several days, just enter the start/end dates and leave the time fields empty. However, if the sidewalk will only be closed during working hours but will be open the rest of the day, please enter the start/end times as well (e.g., 7am – 4pm).

Crane Weight, Length, Width, etc. – If your project will be utilizing a crane, enter the crane details in the fields provided.

Field Contact Name – Enter the first and last name of the supervisor expected to be onsite during the project.

Field Contact Cell Phone – Enter the cell phone number of the supervisor expected to be onsite during the project.

Email address for all permit-related communication – This person will be CC-ed on all email confirmations and notifications. If blank, only the user completing the application will be contacted.

Contractor / Utility Working For – If a contractor /sub-contractor is completing any portion of the work, i.e., street restoration, please enter the business name within this field.

Contractor Field Contact Name – Enter the first and last name of the contractor / sub-contractor who will be onsite performing work during the project.

Contractor Field Contact Email – Enter the email address of the contractor / sub-contractor who will be onsite.

Comments/Special Instructions – Enter any additional information that you feel is relevant. For example, if your project is expected to take longer than 90 days to complete, you must request and provide justification for a longer-term permit.

Internal Tracking Number – This field has been provided for your own tracking purposes and is not required by the DPW.

The screenshot shows the 'DPW - Street Closure Permit' form. It includes a 'Grand Sum' field with a 'ReCal' button. Below this are several fields for street closure details: 'PW-STCLOS : Street Closure Details' with a 'Group Sum' field and a 'Sum Flag' checkbox; 'PW-STNAME : Street Name' with a text input field containing 'Market St'; 'PW-BEGCROS : Begin Cross Street' with a text input field containing '40th'; 'PW-ENDCROS : End Cross Street' with a text input field containing '42nd'; 'PW-ADDRESS : Address(es)' with a text input field containing '4111 N Market St'; and 'PW-WSINSTA : Is this permit for new water / sewer installation?' with radio buttons for 'Y' and 'N'.

- In the next step, attach the MOT plan and Public Notification Letter to the permit by clicking on “Attach Files”.

The screenshot shows the 'DPW - Street Closure Permit' form at a later stage. It features a 'Select a file to upload:' field with an 'Attach Files' button highlighted in a red box. Below this is a 'Location Type:' dropdown menu set to 'Database' and a 'Comment:' text area with a 'Check Spelling' link. At the bottom, there are 'Back', 'Next', 'Clear', and 'Cancel' buttons, and the text 'Step 4 of 6'.

Navigate to the files you would like to attach by clicking on “Browse”. Only one file can be selected at a time. Click on “Upload” and then “Submit”

The screenshot shows a file upload dialog box. It has a 'Browse...' button and an 'Upload Files' button. A list box contains the file 'MergeData.xlsx'. At the bottom, there are 'Submit' and 'cancel' buttons.

Go through this process until all documents are attached, and then click “Next”.

Maintenance of Traffic (MOT) Plan – Traffic control details that will be used. For most projects, the City requires the use of DelDOT Typical Application 3, 6, 10, 18 or 20.

Public Notification Letter – The letter that was used (or will be used) to notify affected residents of your upcoming project.

NOTE: Please try to include the “requirement” in the file name. E.g., Bond.pdf, Insurance.pdf, etc. This is greatly appreciated by the DPW as it will help to streamline the review of your application.

NOTE: If you do not have all the required documents at this time, you will not be able to submit the application.

- Verify the business name associated with your Login and click on “Next”. If different from the business name associated with the Login, click on “Clear” and then “Click Here to Search/Select for Contractor”

Business Name	Contractor Type	License Number	License Exp Date
CH2M HILL	GENERAL		8/31/2012 12:00...

Step 5 of 6

- There aren't any fees associated with a Street Closure Permit. Please click on “Continue” for the last step in the application process.

DPW - Street Closure Permit

Total Amount Due is 0.00

Continue

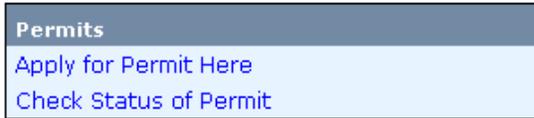
Step 6 of 6

NOTE: Your permit has now been submitted and will display the summary form of all the information provided. You will receive an email notification upon submission of your application and upon issuance once it has been reviewed by DPW. To return to your cases, click on “Home” at the top of the page.

[Home](#) || [My Account](#) || [Logout](#)
Welcome: Sarah Brannon

7 Notify City of Work in Right-of-Way

1. Click on “Apply for Permit Here” within your account’s Home page.



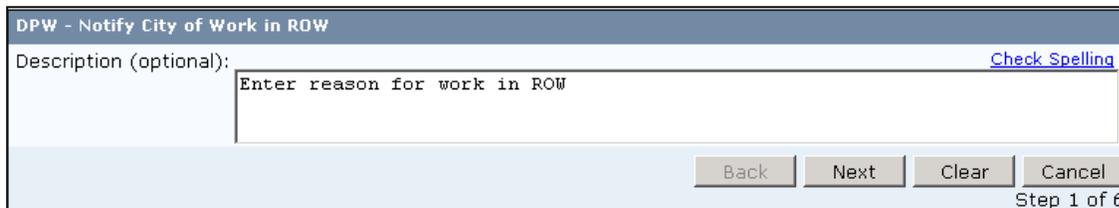
A screenshot of a web application menu titled "Permits". The menu has a dark blue header with the word "Permits" in white. Below the header, there are two items: "Apply for Permit Here" and "Check Status of Permit", both in blue text. The "Apply for Permit Here" item is highlighted with a light blue background.

2. Choose the Notify City of Work in ROW Permit from the selection provided. A series of steps will take you through the application process.



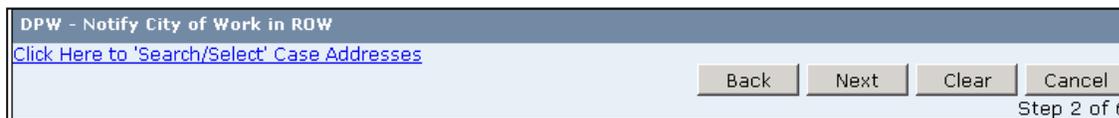
A screenshot of a selection screen with the heading "Please click on one of the following links to apply for a case online!". Below the heading are four blue hyperlinks: "DPW - Hydrant Use Permit", "DPW - Notify City of Work in ROW", "DPW - Roadway Cut Permit", and "DPW - Street Closure Permit". The "DPW - Notify City of Work in ROW" link is highlighted with a light blue background.

3. Provide a reason for the work in a ROW and click on “Next”. If at any time an edit needs to be made within a previous screen, click on the “Back” button.



A screenshot of a web form titled "DPW - Notify City of Work in ROW". The form has a dark blue header with the title. Below the header, there is a text input field labeled "Description (optional):" with a "Check Spelling" link to its right. The input field contains the text "Enter reason for work in ROW". At the bottom of the form, there are four buttons: "Back", "Next", "Clear", and "Cancel". The "Next" button is highlighted. The text "Step 1 of 6" is visible in the bottom right corner.

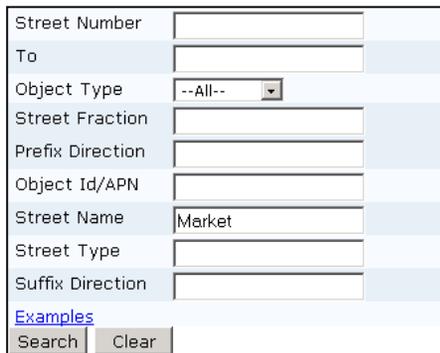
4. To insert address information, click on “Click Here to ‘Search/Select’ Case Addresses”



A screenshot of a web form titled "DPW - Notify City of Work in ROW". The form has a dark blue header with the title. Below the header, there is a blue hyperlink "Click Here to 'Search/Select' Case Addresses". At the bottom of the form, there are four buttons: "Back", "Next", "Clear", and "Cancel". The "Next" button is highlighted. The text "Step 2 of 6" is visible in the bottom right corner.

The permit centers around a specific street address. If you know the full address, insert the values into the fields. If not, insert the street name (ex: Market) and click on Search.

Cross streets will be inserted in a future step.



A screenshot of a search form with the following fields: "Street Number", "To", "Object Type" (a dropdown menu with "--All--" selected), "Street Fraction", "Prefix Direction", "Object Id/APN", "Street Name" (with "Market" entered), "Street Type", and "Suffix Direction". Below the fields are two buttons: "Search" and "Clear".

Select the address by clicking within the radio button provided, then click on “Submit”. You may only choose one address in this step.

<input type="checkbox"/>	Str#	Frac	Dir	Name	Type	Post	Dir	Suite	Object	ID
<input type="checkbox"/>	4301			N MARKET	ST				2600940053	
<input type="checkbox"/>	3117			N MARKET	ST				2601540396	
<input type="checkbox"/>	3801			N MARKET	ST				2601620047	
<input type="checkbox"/>	3905			N MARKET	ST				2601620093	
<input type="checkbox"/>	4001			N MARKET	ST				2601620133	
<input checked="" type="checkbox"/>	4007			N MARKET	ST				2601620135	
<input type="checkbox"/>	4009			N MARKET	ST				2601620136	
<input type="checkbox"/>	4011			N MARKET	ST				2601620137	
<input checked="" type="checkbox"/>	4111			N MARKET	ST				2601620159	
<input type="checkbox"/>	4201			N MARKET	ST				2601620160	

1 2 3 4 5 ... >>

Submit Cancel

If the address is correct, click on “Next”. If an edit needs to be made, either click on the “Remove” button next to an address or click on the “Clear” button.

- Complete all applicable fields with the appropriate information about your project and click on “Next”. If information is missing, this could delay the approval of your permit.

Please note: any field with an asterisk next to it is a required field. If it is not filled out, you will be prevented from saving your permit application.

Please refer to APPENDIX C for the full form found below.

DPW - Notify City of Work in ROW

Grand Sum ReCal

PW-ADDRESS : Street Address Information Group Sum Sum Flag

PW-STREET : Street Name

*Text

PW-BEGST : Begin Cross Street

*Text

PW-ENDST : End Cross Street

*Text

PW-COMMENT : Add Additional Address Comments Here

Comment Value

Description of each field:

Street Name – Please provide the name of the street(s) for the permit.

Begin Cross Street – The beginning block / intersection of the excavation.

End Cross Street – The end block / intersection of the excavation.

Is this notification for emergency work that has already been completed? – Choose yes or no.

If so, does the work require a permit – If yes, you must follow up this notification with an actual permit application within three business days.

Is this a State-maintained road? – Please choose from the drop-down lists provided. If unsure, please review the map of City- and State-maintained roads found within the “Useful Links” navigation pane of the permit website.

If State-maintained road, is work done on behalf of City? – Please choose yes or no.

Contract or Project No. – The most appropriate number for identifying the project if the DPW has questions about it.

Project Description – Enter details of the work such as what it entails, who it is for, when it will occur, etc.

Qualifying Permit Exception – Most projects will fall under one of these three exceptions:

- Work is for the City of Wilmington
- Utility is required by City to relocate lines
- Work is part of government-funded transportation improvement project

If your project does not fit any of these descriptions but you know that a permit is not required, please choose “Specify your own value below” and then type in a brief description in the textbox provided.

Expected Completion Date – The date the project is anticipated to be completed.

Field Contact Name – Enter the first and last name of the supervisor expected to be onsite during the project.

Field Contact Cell Phone – Enter the cell phone number of the supervisor expected to be onsite during the project.

Email address for all permit-related communication – This person will be CC-ed on all email confirmations and notifications. If blank, only the user completing the application will be contacted.

Contractor / Utility Working For – If a contractor /sub-contractor is completing any portion of the work, i.e., street restoration, please enter the business name within this field.

Contractor Field Contact Name – Enter the first and last name of the contractor / sub-contractor who will be onsite performing work during the project.

Contractor Field Contact Email – Enter the email address of the contractor / sub-contractor who will be onsite.

Internal Tracking Number – This field has been provided for your own tracking purposes and is not required by the DPW.

6. There aren't any required documents for notifications but if you do want to attach a file that you feel is relevant, please do so.

To attach supporting documents, click on “Attach Files”.

Navigate to the files you would like to attach by clicking on “Browse”. Only one file can be selected at a time. Click on “Upload” and then “Submit”

Go through this process until all documents are attached, and then click “Next”.

7. Verify the business name associated with your Login and click on “Next”. If different from the business name associated with the Login, click on “Clear” and then “Click Here to Search/Select for Contractor”

Business Name	Contractor Type	License Number	License Exp Date
CH2M HILL	GENERAL		8/31/2012 12:00...

8. There aren't any fees associated with a Notification Permit. Please click on “Continue” for the last step in the application process.

NOTE: Your permit has now been submitted and will display the summary form of all the information provided. To return to your cases, click on “Home” at the top of the page.

8 Request Inspection

Please contact the Department of Public Works Roadway Cut Inspector at (302) 576-3099 or (302) 576-3606 when ready for either a pre-inspection or regular inspection.

9 Search for Permits

1. Log in to the application and click on “My Cases”. All permits that have been applied for will be located here.

My Cases	
Case Type	Case Number
PW-RC	AP-2011-000140
PW-RC	AP-2012-000154
PW-RC	AP-2011-000131
PW-RC	AP-2011-000114
PW-RC	AP-2011-000116
PW-RC	AP-2011-000103
PW-RC	AP-2011-000142
PW-RC	AP-2012-000152
PW-RC	AP-2012-000156
PW-RC	AP-2012-000158

1 2 3

2. Select the permit in question by clicking on the blue hyperlinked Case Number. All information related to the applied for permit will display in a Summary screen.

View: Object	
Case Type	PW-HYD_USE
Sub Type	
SubType Text	Hydrant Use from the Web
Case Number	AP-2011-000126
Case Name	
Accepted By	sarah.brannon@ch2m.com
Date Accepted	12/9/2011 3:04:54 PM
Entered By	sarah.brannon@ch2m.com
Date Entered	12/9/2011 12:00:00 AM
Date Expiration	
Case Status	OPEN

3. To search on the status of a permit, either repeat the steps above and find the result within the “Case Status” field or click on “Check Status of Permit” within the “Permits” box.

Permits
Apply for Permit Here
Check Status of Permit

4. Enter the address information within the query boxes and click on "Search".

Search For Cases

Case Num: Parcel Num:

Street#	Dir.	Name	Type	Suite
<input type="text" value="820"/>	<input type="text"/>	<input type="text" value="French"/>	<input type="text" value="St"/>	<input type="text"/>

All applied for permits with that address will display below the search box. To open the permit, click on the blue hyperlinked "Case Type" or "Case Number".

Search For Cases

Case Num: Parcel Num:

Street#	Dir.	Name	Type	Suite
<input type="text" value="820"/>	<input type="text"/>	<input type="text" value="French"/>	<input type="text" value="St"/>	<input type="text"/>

Case Type	Sub Type	Case Number	Address
PW-HYD_USE		AP-2011-000110	820 N FRENCH ST
PW-HYD_USE		AP-2011-000120	820 N FRENCH ST
PW-HYD_USE		AP-2011-000126	820 N FRENCH ST
PW-RC		AP-2011-000128	820 N FRENCH ST
PW-RC		AP-2011-000129	820 N FRENCH ST
PW-RC		AP-2011-000131	820 N FRENCH ST
PW-RC		AP-2011-000140	820 N FRENCH ST
PW-RC		AP-2012-000154	820 N FRENCH ST

1 2 3

Appendix A

PW-WORKDET :	DPW - Work Details	Group Sum	Sum Flag <input type="checkbox"/>
	PW-STRNAME : Street Name		
	Text	King St	
	PW-STATEST : Is this a State maintained road?		
	List Value	Unsure	
	PW-BEGINST : Begin Cross Street		
	Text	10th	
	PW-ENDST : End Cross Street		
	Text	12th	
	PW-ADDRESS : Address(es)		
	Comment Value		
	PW-TYPEWOR : Type of Work Being Performed		
	List Value	New Utility Install	
	Text		
	PW-UTILITY : Is this permit for new water / sewer installation?		
	List Value	Water	
	PW-CITYAPP : If yes, have you received an approval from the City for this work?		
	List Value	Yes; Provide # Below	
	Text	#####	
	PW-EMRGCY : Is this permit for emergency work that has already been completed?		
	Yes No Value	N	
	PW-STARTDA : Work Start Date		
	Date Value	1/2/2012	
	PW-ENDATE : Work End Date		
	Date Value	1/26/2012	
	PW-EXCAREA : Enter Excavation Area		
	Length (ft)	100.00	Width (ft) 2.0000 Enter 1 1.0000
	Rate	1.0000	Value 200.0000
	PW-CORING : Will approved coring technology be used?		
	Yes No Value	N	
	PW-EXTSIDE : Will your excavation extend past the curb into the sidewalk?		
	Yes No Value	N	
	PW-EXISMAT : Existing Surface Material		
	List Value	Asphalt	
	PWEXISTCUR : Existing Curb Material		
	List Value	Concrete	
	PW-ESTBUDG : Estimate Construction Budget		
	Number Value		
	PW-COMMENT : Comments and Special Instructions		
	Comment Value		
PW-ROACLOS :	Road Closure Details	Group Sum	Sum Flag <input type="checkbox"/>
	PW-TRAFCON : Traffic Control Plan		
	List Value	Typical Application 6	
	Text		
	PW-TRAFCL1 : Vehicle Traffic Closing Begin Date		
	Date Value	1/3/2012	
	PW-TRAF1M1 : Vehicle Traffic Closing Begin Time (specify AM or PM)		
	Text		
	PW-TRAFCL2 : Vehicle Traffic Closing End Date		
	Date Value	1/26/2012	
	PW-TRAF2M2 : Vehicle Traffic Closing End Time (specify AM or PM)		
	Text		

	PW-PEDCL1 : Pedestrian Traffic Closing Begin Date		
	Date Value	1/3/2012	
	PW-PEDTM1 : Pedestrian Traffic Closing Begin Time (specify AM or PM)		
	Text		
	PW-PEDCL2 : Pedestrian Traffic Closing End Date		
	Date Value	1/26/2012	
	PW-PEDTM2 : Pedestrian Traffic Closing End Time (specify AM or PM)		
	Text		
PW-CRANEDT :	Crane Details (If Applicable)	Group Sum	Sum Flag <input type="checkbox"/>
	PW-CRANEWG : Crane Gross Weight (lbs)		
	Number Value		
	PW-CRANEBM : Crane Boom Length (ft)		
	Number Value		
	PW-CRANETW : Crane Travel Width (ft)		
	Number Value		
	PW-CRANEOR : Crane Outrigger Width (ft)		
	Number Value		
PW-ADDCNTC :	Additional Contact Information	Group Sum	Sum Flag <input type="checkbox"/>
	PW-FLDCNTC : Field Contact Name		
	Text	Sarah Brannon	
	PW-FLDCCELL : Field Contact Cell Phone		
	Text		
	PW-EMAIL : Email address for all permit-related communication		
	Text	sarah.brannon@ch2m.com	
PW-REQDOC :	Required Documents	Group Sum	Sum Flag <input type="checkbox"/>
	BOND : Have You Attached Proof of Bond Documentation?		
	List Value	Yes	
	INS : Have You Attached Proof of Insurance Documentation?		
	List Value	Yes	
	MAP : Have You Attached a Project Plan with Scale?		
	List Value	Yes	
	MOT : Have You Attached a Maintenance of Traffic Plan?		
	List Value	Yes	
	STRPLAN : Have You Attached a Street Restoration Plan?		
	List Value	Yes	
	NOTIFYCUST : Have You Notified Affected Customers of Construction / Street Closure?		

Appendix B

PW-STCLOS :	DPW - Street Closure Details	Group Sum	Sum Flag <input type="checkbox"/>
	PW-STNAME : Street Name		
	Text		
	PW-BEGCROS : Begin Cross Street		
	Text		
	PW-ENDCROS : End Cross Street		
	Text		
	PW-ADDRESS : Address(es)		
	Text		
	PW-WSINSTA : Is this permit for new water / sewer installation?		
	Yes No Value		
	PW-CITYAPP : If yes, have you received an approval from the City for this work?		
	Yes No Value		
	PW-EMERGC : Is this permit for emergency work that has already been completed?		
	Yes No Value		
	PW-WORKST : Work Start Date		
	Date Value		
	PW-WORKEND : Work End Date		
	Date Value		
	PW-RDCLPRP : Road Closure Purpose		
	List Value		
	PW-TRAF : Traffic Control Plan		
	List Value		
	Text		
	PW-TRAFCL : Vehicle Traffic Closing Begin Date / Time		
	Date Value		
	Text		
	PW-TRAFEND : Vehicle Traffic Closing End Date / Time		
	Date Value		
	Text		

	PW-COMMENT : Comments / Special Instructions		
	Comment Value		
PW-ADDCNTC :	DPW - Additional Contact Information	Group Sum	Sum Flag <input type="checkbox"/>
	PW-FLDCNTC : Field Contact Name		
	Text		
	PW-FLDCELL : Field Contact Cell Phone		
	Text		
	PW-EMAIL : Email address for all permit-related communication		
	Text		
PW-WORKDET :	DPW - Work Details	Group Sum	Sum Flag <input type="checkbox"/>
	PW-STRNAME : Street Name		
	Text		
	PW-STATEST : Is this a State maintained road?		
	List Value	No	
	PW-BEGINST : Begin Cross Street		
	Text		
	PW-ENDST : End Cross Street		
	Text		
	PW-ADDRESS : Address(es)		
	Comment Value		
	PW-TYPEWOR : Type of Work Being Performed		
	List Value	0	
	Text		
	PW-UTILITY : Is this permit for new water / sewer installation?		
	List Value	0	
	PW-CITYAPP : If yes, have you received an approval from the City for this work?		
	List Value	0	
	Text		
	PW-EMRGCY : Is this permit for emergency work that has already been completed?		
	Yes No Value		
	PW-STARTDA : Work Start Date		
	Date Value		

PW-ENDATE : Work End Date

Date Value

PW-EXCAREA : Enter Excavation Area

Length (ft) Width (ft) Enter 1

Rate 1.0000 Value

PW-CORING : Will approved coring technology be used?

Yes No Value

PW-EXTSIDE : Will your excavation extend past the curb into the sidewalk?

Yes No Value

PW-EXISMAT : Existing Surface Material

List Value 0

PWEXISTCUR : Existing Curb Material

List Value 0

PW-ESTBUDG : Estimate Construction Budget

Number Value

PW-COMMENT : Comments and Special Instructions

Comment Value

PW-ROACLOS : Road Closure Details Group Sum Sum Flag

PW-TRAFCON : Traffic Control Plan

List Value 0

Text

PW-TRAFCL1 : Vehicle Traffic Closing Begin Date

Date Value

PW-TRAFCL1 : Vehicle Traffic Closing Begin Time (specify AM or PM)

Text

PW-TRAFCL2 : Vehicle Traffic Closing End Date

Date Value

PW-TRAFCL2 : Vehicle Traffic Closing End Time (specify AM or PM)

Text

PW-PEDCL1 : Pedestrian Traffic Closing Begin Date

Date Value

PW-PEDCL1 : Pedestrian Traffic Closing Begin Time (specify AM or PM)

Text

PW-PEDCL2 : Pedestrian Traffic Closing End Date

Date Value

PW-PEDCL2 : Pedestrian Traffic Closing End Time (specify AM or PM)

Text

PW-CRANEDT :	Crane Details (If Applicable)	Group Sum	Sum Flag <input type="checkbox"/>
	PW-CRANEWG : Crane Gross Weight (lbs)		
	Number Value		
	PW-CRANEBM : Crane Boom Length (ft)		
	Number Value		
	PW-CRANETW : Crane Travel Width (ft)		
	Number Value		
	PW-CRANEOR : Crane Outrigger Width (ft)		
	Number Value		
PW-REQDOC :	Required Documents	Group Sum	Sum Flag <input type="checkbox"/>
	BOND : Have You Attached Proof of Bond Documentation?		
	List Value	0	
	INS : Have You Attached Proof of Insurance Documentation?		
	List Value	0	
	MAP : Have You Attached a Project Plan with Scale?		
	Yes No Value		
	MOT : Have You Attached a Maintenance of Traffic Plan?		
	List Value	0	
	STRPLAN : Have You Attached a Street Restoration Plan?		
	List Value	0	
	NOTIFYCUST : Have You Notified Affected Customers of Construction / Street Closure?		
	List Value	0	

Appendix C

PW-ADDCNTC :	Additional Contact Information	Group Sum	Sum Flag <input type="checkbox"/>
	PW-FLDCNTC : Field Contact Name		
	Text		
	PW-FLDCELL : Field Contact Cell Phone		
	Text		
	PW-EMAIL : Email address for all permit-related communication		
	Text		
PW-ROWNTFN :	Notification of ROW Work	Group Sum	Sum Flag <input type="checkbox"/>
	ROW-EMRGCY : Is this notification for emergency work that has already been completed?		
	Yes No Value	N	
	ROW-REQPRM : If so, does the work require a permit?		
	Yes No Value		
	ROW-DELDOT : Is this a State maintained road?		
	Yes No Value		
	ROW-CITYWK : If State maintained road, is work done on behalf of City?		
	Yes No Value		
	ROW-CNTRCT : Contract or Project No		
	Text		
	ROW-PRJDES : Project Description		
	Comment Value		
	ROW-COMDAT : Expected Completion Date		
	Date Value		
PW-ADDRESS :	Street Address Information	Group Sum	Sum Flag <input type="checkbox"/>
	PW-STREET : Street Name		
	Text	Market	
	PW-BEGST : Begin Cross Street		
	Text	40th	
	PW-ENDST : End Cross Street		
	Text	42nd	
	PW-COMMENT : Add Additional Address Comments Here		
	Comment Value		