



Village of Newburgh Heights Building Department

3801 Harvard Ave., Newburgh Heights OH 44105 Phone: 216-641-4654

Application for Street Opening, Sidewalk, and/or Obstruction Permit

Permit No. _____

Building Department Hours
9am to 5:30pm Monday through Friday
216-641-2716

Date Issued _____

Section 1 – General Information

PLEASE PRINT OR TYPE

Estimated cost of Project \$ _____

Property address _____

Owner's name _____ Phone _____

Owner's address _____

E-mail _____ Application date _____

Contractor _____

Contact person _____ Contact phone _____

Contractor's address _____
Street City State Zip

Section 2 – Job Site Information

Descriptive location of job site

Start location _____

End location _____
Address City State Zip

Pavement area curb-to-curb Above ground work Sidewalk area including tree lawn Below ground work

Proposed dates of work: Start _____ Finish _____

Proposed hours of work: Start _____ Finish _____

Section 3 – Description of Work

A. Description and type of work to be performed (check all that apply):

Utility installation

- Above ground work
- Below ground work (complete section 3B)

Sidewalks

- Removal
- Replacement
- Restoration

Pavement

- Removal
- Replacement
- Restoration

Curb

- Removal (linear feet)
- Replacement
- Restoration

Driveway aprons

- Removal
- Replacement

Tree lawn

Obstructions, including but not limited to traffic lanes and/or sidewalks

Parking meter heads

- Single (number)
- Double (number)

Other

specify details

B. If underground, check all that apply

Water Main

Connection
Hydrant
Valve

Sewer Main

Lateral
Catch basin

Gas Main

Connection
Regulator
Vault

Electrical Conduit

Duct
Vault
Telephone (# of conduits)
Cable TV (# of conduits)
Telecommunications (# of conduits)

Steam

Connection
Chilled water main

Other

specify details

If this is a new facility or relocation/rehabilitation of an existing facility please attach plans and specifications for the construction.

Section 4 – Obstruction

Will you obstruct the street?	Yes	No	Will you obstruct the sidewalk?	Yes	No
If yes, which lanes?			If yes, which lanes?		
Size of opening:			Size of opening:		

Section 5 – Maintenance of Traffic and Maintenance of Traffic Regulations

1313.12 STREET EXCAVATION PERMIT FEES; BACKFILL AND RESTORATION; UTILITY INSPECTION FEE.

(a) No person, firm or corporation shall excavate or make any openings in any street or alley without first obtaining a permit therefor from the Building Commissioner and paying a nonrefundable fee as follows:

Excavation Area (Square Feet)	Fee
Less than 20	\$200.00
20 up to 50	400.00
50 up to 100	600.00
100 or over	800.00

The Commissioner may refund the fee when he/she is satisfied that the permit applicant has made all necessary and proper permanent street repairs and restoration.

(b) Any contractor who requires a street opening permit shall backfill in layers of aggregate or acceptable alternate not over six (6) inches in depth, and each layer shall be thoroughly tamped before adding the next layer. The contractor shall then form a street sub-base of not less than six (6) inches of concrete, as the Village Building Commissioner or Engineer or designee of either of the foregoing may direct. The contractor shall then complete paving the opening with the same kind of material as the existing street, and the surface shall conform to and be flush with the abutting existing street surfaces.

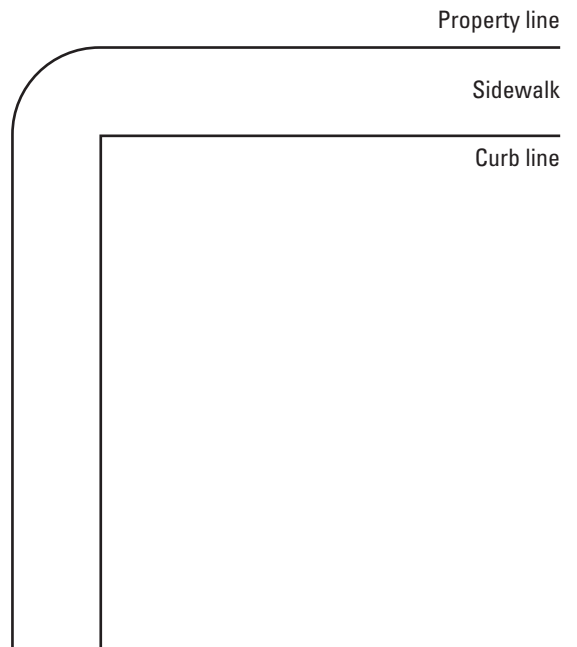
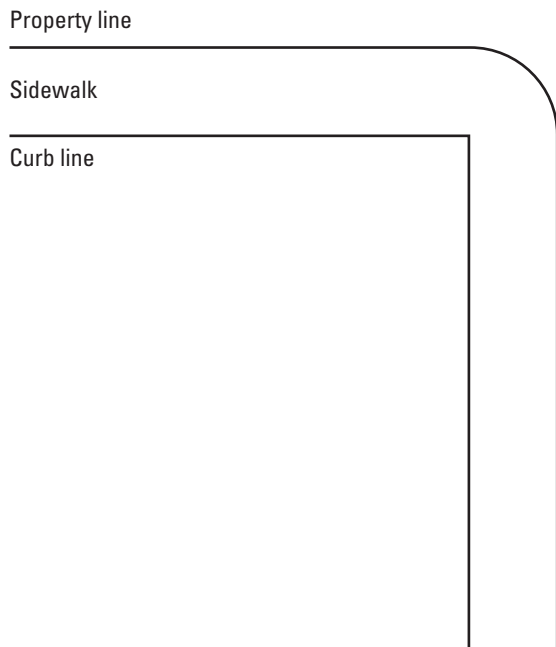
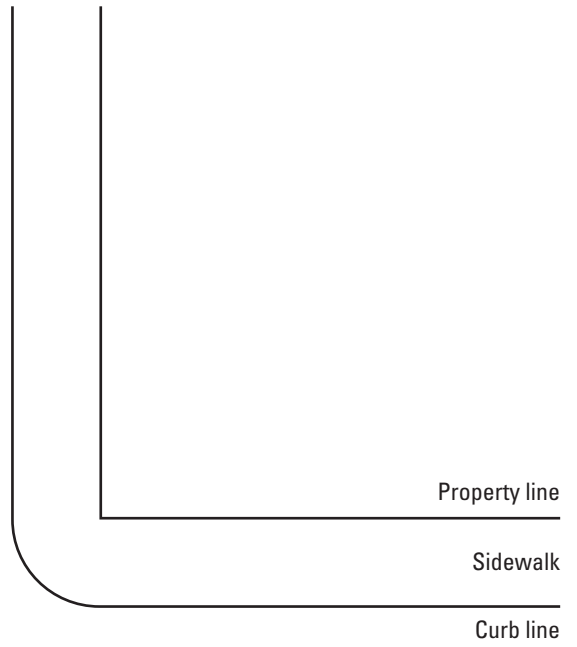
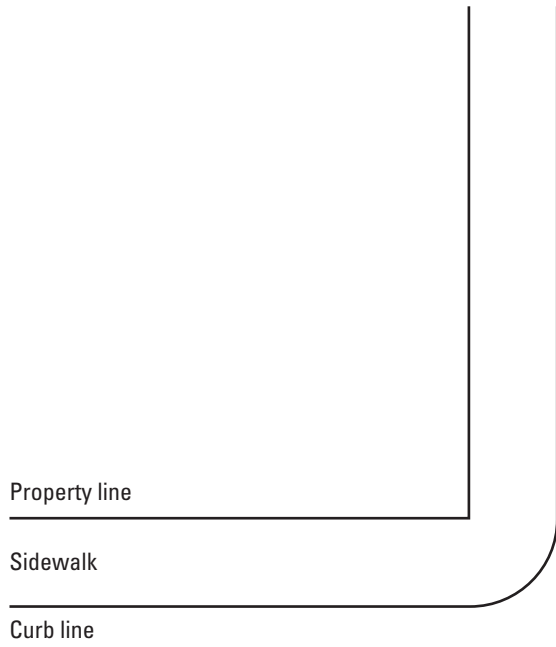
The contractor shall post a telephone number at the site for an emergency call twenty-four (24) hours a day in the event that unsafe conditions or noisy disturbances are found when the contractor is not at the site.

(c) When involved in any sub-surface work on public property within the Village, any utility company shall pay an inspection service fee at the rate of nine dollars and fifty cents (\$9.50) per hour for the actual time spent by any Village employee at the project site, with a minimum fee of five dollars and seventy-five cents (\$5.75).

(d) When involved in any subsurface work on public property within the Village, any utility company shall pay an inspection service fee at the rate of ten dollars and fifty cents (\$10.50) per hour or pro-rated part thereof for the actual time spent by any Village employee at the project site.

(Ord. 2018-21. Passed 4-17-18.)

Work Location and Proposed Obstruction Sketch



Describe your plans for maintaining pedestrian traffic.

Describe your plans for maintaining automobile traffic.

Contractor is required to schedule a rough-in inspection before any concealment.

ALL PLANS SUBMITTED SHALL REVEAL SUFFICIENT INFORMATION TO DETERMINE FULL COMPLIANCE WITH THE MINIMUM REQUIREMENTS OF THE OHIO BASIC BUILDING CODE. By signing the application, the applicant certifies that the installation will comply with the regulations of the Newburgh Heights Building Code and State Codes.

TO THE BUILDING COMMISSIONER: This application is submitted for a permit to erect, add to, alter or repair a structure as described in this application and any drawings which accompany it. The acceptance of the permit shall be considered an agreement on the part of the applicant or his agents to comply with the Building and Zoning codes of the City of Newburgh Heights, or other orders, requirements or specifications slated in the permit.

In signing this application, the contractor or owner's agent certifies that the work is authorized by the owner or record.

Applicant's signature	Print name	Date
Applicant is Owner Contractor Owner's agent		

DO NOT WRITE BELOW THIS LINE

Section 4 – Approval and Fees

Building Official _____	Date _____
Amount _____	Cash/Check # _____