



## City of Annapolis

Department of Public Works  
145 Gorman Street, 2<sup>nd</sup> Fl  
Annapolis, MD 21401-2535

[PWPermits@annapolis.gov](mailto:PWPermits@annapolis.gov) • 410-263-7949 • Fax 410-263-3322 • [www.annapolis.gov](http://www.annapolis.gov)  
Deaf, hard of hearing or speech disability - use MD Relay or 711

### Street and/or Sidewalk Opening Permit

#### Instructions

This permit, for street and sidewalk openings required for utility installation (water sewer, gas, electricity, cable and phone), is required to insure the public safety when blocking or diverting vehicular or pedestrian traffic in a public street, alley, sidewalk or assembly area.

1. Complete the upper section of the application and be sure to read the conditions for inspections and right-of-way restoration carefully. Normally, you will be called the next business day by the Public Works Inspector.
2. A temporary street/sidewalk obstruction permit will be required in addition to this permit if pedestrian or vehicular traffic is diverted or blocked.
3. Fees, per *City Code Section 14.20.030*, are to be paid at the time the permit is issued:



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**Bureau of Engineering & Construction**  
**Street and/or Sidewalk Opening Permit Application**

Application date \_\_\_\_\_

I/WE have copies of the City Details and Specifications and hereby make application for a Street and/or Sidewalk Opening Permit for the location of \_\_\_\_\_

**Applicant information**

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone(s), day \_\_\_\_\_

**Contractor information**

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone(s), day \_\_\_\_\_

**Important - please read**

Construction is to be in accordance with City of Annapolis Standard Specifications and Construction Details, dated August, 1988. All work must be inspected and approved. Traffic Control (vehicular and pedestrian) shall be in accordance with the latest Manual on Uniform Traffic Control Devices (MUTCD).

The backfill in shoulders and roadway areas is to be made in 8" layers; each layer is to be compacted with mechanical tamper before the next layer is placed. Immediately after the backfill in the roadway area has been completed, a temporary patch of a bituminous plant mix material shall be placed over the cut to a depth of at least 3½". This patch shall be kept up to the proper grade by the addition of bituminous plant mix whenever it is necessary until the permanent repair is made.

Should emergency repairs be required to the roadway after hours, requiring City attention, you will be back-charged for this work. A minimum labor charge for four (4) hours will be charged, as this is required by our Union Labor Contract. Labor overhead and equipment rental charges as well as material charges will be included.

The permanent patch is to be backfilled with a 4" bituminous concrete mix or the thickness of the existing bituminous pavement, whichever is greater. Any portion of the right-of-way disturbed shall be restored to its original condition. You will be held responsible for any and all repairs to the permanent patch in the future, if they are required.

This office must be notified forty-eight (48) hours before starting any work covered under this permit. Call (410) 263-7949, generally 8:30-9:00 a.m. and 4:00-4:30 p.m. and present the above permit number and when work is to begin. Work being performed without a permit or without prior notification to this office will be halted until the conditions stated above are met.

Recipient of this permit must obtain a Temporary Street and/or Sidewalk Obstruction Permit when applicable. Our office must be notified a minimum of one week in advance before any Obstruction Permit can be processed and issued.

**This permit will be considered null and void unless work begins within twenty (20) days of issuance.**

Signature \_\_\_\_\_ Date \_\_\_\_\_



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FOR CITY USE ONLY

Approved            Yes            No

Date issued \_\_\_\_\_ Fee \_\_\_\_\_ Permit # \_\_\_\_\_

Signature:

Public Works Inspector \_\_\_\_\_ Date \_\_\_\_\_