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Rules and Regulations Guiding Permits, Licenses, and Plan Reviews

Department of Mobility and Infrastructure

February 10, 2020

I. Overview and Purpose of this Document

The City of Pittsburgh's Department of Mobility and Infrastructure (DOMI) is responsible for the transportation of people and goods throughout Pittsburgh and for managing the operation of and access to the public space known as the right-of-way (ROW).

DOMI's Division of Permits and Inspections administers and enforces:

- Permits to obstruct, excavate, or construct in the ROW such as opening, sidewalk repair, and curb cut;
- Licenses to occupy the ROW for uses such as sidewalk cafes, valet parking operators, and commercial dumpsters; and
- Plan reviews to render a decision about the use of the ROW such as petitions to permanently encroach, vacate, alter, or dedicate roadways or infrastructure.

This document outlines DOMI's rules and regulations surrounding permits, licenses, and plan reviews, including, but not limited to:

- Standards for fee payment, billing, and eligibility;
- Minimum requirements for all applicants;
- Requirements specific to certain permit, license, and plan review types;
- Application processing and reviews; and
- Rules around effective date, expiration, renewals, extensions, and amendments.

II. Definitions

The following definitions apply in this document. Defined terms remain defined terms whether capitalized or not. Words in the single number include the plural number, and words in the plural number include the singular. Words not defined shall be given their common and ordinary meaning.

1. *Amendment*

The submission of information to DOMI, including additional information or a revision of data previously given, to revise or modify the original submission to the department

2. *Applicant*

Any person submitting an application to the Department of Mobility and Infrastructure regardless of the permit, plan, or license type

3. *Code*

The Pittsburgh Code of Ordinances [§ 411.02]

4. **Department** or **DOMI**
The Department of Mobility and Infrastructure [§ 411.02]
5. **License**
Official authorization from DOMI allowing for an activity, special use, or occupancy of the right-of-way to occur for one calendar year with the ability to renew annually at the request of the licensee and at the discretion of the department [§ 411.02]
6. **Licensee**
Any person who has an active license from DOMI
7. **Permit**
Official authorization from DOMI allowing work in, an encroachment into, or occupation of the right-of-way for a set duration of time to perform a specific activity [§ 411.02]
8. **Permittee**
Any person who receives a permit from DOMI [§ 411.02]
9. **Person**
Any individual, corporate person, business association, or other business entity including, but not limited to, a partnership, a sole proprietorship, a political subdivision, a public or private agency of any kind, a utility, a successor or assign of any of the foregoing, or any other legal entity [§ 411.02]
10. **Plan**
A document including, but not limited to, a site plan, construction drawings, or survey submitted to the department for review
11. **Registrant**
Any person, or its officers, agencies, employees, contractors, sureties and assigns, who has registered with the City pursuant to Title Four, Article I of Code [§ 411.02]
12. **Restore** or **Restoration**
The process by which the right-of-way is brought to the City standard [§ 411.02]
13. **Right-of-Way** or **ROW**
The surface and space above and below any real property in which the City has an interest in law or equity, including, but not limited to, any public street, boulevard, road, highway, freeway, lane, alley, court, sidewalk, parkway, swale, river, tunnel, viaduct, bridge, park, or any other place, area, or real property, other than real property owned in fee by the City [§ 411.02]
14. **Right-of-Way Fee Schedule** or **Fee Schedule**
A publicly posted schedule of all fees, including, but not limited to, permit application fees, fines, and bonds, charged by the Department of Mobility & Infrastructure [§ 411.02]

III. General Provisions

1. *Compliance*

A. Adherence to Department and City Policy

- i. At the time of application and throughout the duration of the permit, plan review, or license, applicants must comply with all requirements articulated in these Rules and Regulations as well as in Code, the department's ROW Procedures Manual, and other department policies effective at the time of application.
- ii. The applicant shall not make adjustments to approved permits, licenses, or plans without the approval of DOMI.

B. Failure to Comply

- i. An applicant failing to comply with Code, the ROW Procedures Manual, the rules and regulations set forth here, and/or the terms or conditions of any permit issued by DOMI, may be assessed sanctions, remedies, and penalties established in Code or by the department. For special provisions around winter street openings, see **Section V.2.G** of this document.
- ii. The Director of DOMI shall have the right to revoke any permit, without refunding fees under the following circumstances:
 - a permittee fails to comply with the terms and conditions of any City ordinance, rule, regulation, or condition of that permit,
 - a permittee misrepresents any fact in the permit application;
 - the condition or use of the right-of-way changes;
 - the permitted activity negatively impacts public safety or the operations of the right-of-way;
 - the use of the right-of-way is required for the public good. [§ 411.01.b.4]
- iii. The Director of DOMI shall have the right to withhold issuing permits for an applicant in the following circumstances:
 - Applicant fails to meet requirements outlined in **Section IV, V, and VI** of this document;
 - Applicant was issued a warning (i.e. request for compliance) or citation more than three times in any six-month period for failure to comply with the terms and conditions of any City ordinance, rule, regulation, or condition of a previously issued permit.

2. *Work in the Right-of-Way*

A. When Permissible

- i. Except for emergencies, no person shall work in, encroach into, or occupy the right-of-way without first obtaining all necessary permits or licenses from DOMI. [§ 412.02.a; § 415.13]
- ii. PA One Call defines an emergency as “a sudden or unforeseen occurrence involving a clear and immediate danger to life, property and the environment, including, but not limited to, serious breaks or defects in a facility owner’s lines.”

B. Emergency Work Process

- i. Emergency work can start after two calls are made by the applicant:
 - The Bureau of Police must be notified of the emergency by calling **911**; and
 - PA One Call must be contacted at **811** to report the work and to get an emergency PA One Call number.

- ii. All emergency work must be reported to the DOMI Division of Permits within six (6) hours of work commencing. This can be done in writing at DOMIpermits@pittsburghpa.gov with the subject “Emergency work” or by phone at (412) 255-2370. The message must contain at a minimum:
 - Name of point person;
 - Company (if applicable);
 - Phone number;
 - Address or location of emergency work;
 - Nature of emergency.
- iii. Unless otherwise determined by the department, applicants must obtain all applicable permit(s) for the emergency work no later than 24 hours after the onset of work. All requests for emergency permits must be accompanied by an emergency PA One Call number.
- iv. Failure to properly report the emergency may result in ineligibility for future permits.

3. *Right-of-Way Fees*

A. Fee Schedule

- i. The department shall update its Right-of-Way Fee Schedule annually, subject to Council approval. In compliance with Code, the Fee Schedule will be filed with the City Clerk and will be publicly posted on DOMI’s website and at the permitting office.

B. Fee Types

- i. DOMI’s fees fall into the following categories. Multiple fees from this list may apply to the same permit, plan review, or license application. *For guidance about the fees pertaining to a specific permit, please refer to the Fee Schedule.*
 - **Application Fee:** a flat fee applied to all applications to capture the cost of service for processing a permit, plan review, license, or license renewal. The application fee is assessed at the application point or upon issuance depending on the permit, plan, or license type.
 - **Permit Fee:** a fee tied to a specific permit type and calculated based on the size, duration, location, and type of work proposed in the ROW.
 - **Plan Review Application Fee:** a fee charged for DOMI staff to review plans and render a decision about use of the ROW.
 - **Issuance Fee:** a flat fee assessed prior to issuance of plan approval for certain types of plans.
 - **License Fee:** an annual fee charged at the beginning of the calendar year, tied to license type, and calculated based on the size, location, and type of use proposed in the ROW. The department does not prorate fees for license issuance.
 - **Renewal License Fee:** a fee applied to license renewal.
 - **Additional Review Fee:** a fee assessed for additional review of permits and plans after a set number of review cycles have failed (see *Section VI.1.C* for example). The additional review fee is assessed depending on the permit or plan type.
 - **Re-inspection Fee:** a fee assessed when an required inspection fails more than two times due to improper or substandard work or when an inspector must re-inspect due to a permittee or licensee error.

- ii. For ROW Plans, the department shall have the final say in distinguishing between the “minor” and “new construction” designation based on the work scope provided on the scope of work checklist. Additional information on work scope can be found in the ROW Procedures Manual.

C. Adjustment of License Fee

In the event that an annual license fee changes in an update to the Fee Schedule, current licensees will not see a change in their fee until the next renewal period. Furthermore, no refunds will be given if the license fee decreases before a license expires.

D. Payment and Issuance of Fees

- i. Unless you are an Invoiced Customer (see *Section III.5*), you must pay fees connected to obtaining and/or renewing a particular permit or license in full prior to DOMI’s approval or issuance of a new permit, plan review, or license, and/or the extension or renewal of a permit or license.
- ii. The configuration of the OneStopPGH system means that payment may occur at several different points in the process, depending on the permit, license, or plan review. Applicants should check the ROW Fee Schedule to understand fee requirements based on the permit, license, or plan review. The following list highlights the times when payment of all outstanding balances will be required:
 - Application fees must be paid before an application is submitted on the public portal;
 - Issuance fees must be paid before a permit is issued, or re-issued after an amendment;
 - Renewal and extension fees must be paid before a renewal or extension is completed;
 - The applicant will receive a Balance Due notice from DOMI for re-inspection fees that are assessed after permit issuance.

4. Payment Standards

A. Forms of Payment

- i. DOMI shall accept payment in the form of checks, e-checks, money orders, and credit and debit cards. DOMI shall not accept payment in the form of cash. DOMI will not accept payments over the phone.
- ii. If the applicant has a OneStopPGH account, he or she can make payments online. Payments also can be made in person at the DOMI Permit Counter.
- iii. Checks and money orders must be made payable to “Treasurer - City of Pittsburgh.”
- iv. Applicants who provide incorrect check or money order amounts shall be subject to a hold on the processing of any applications until full payment has been made.
- v. For each check returned from the bank due to “not sufficient funds” (NSF), applicants will have to pay a \$25 fee.
- vi. Applicants who have had two (2) returned checks due to insufficient funds will be required to provide payment via money order thereafter.

B. Incorrect or Incomplete Payment

- i. If the full amount for a permit or license is due, DOMI will not accept partial payment(s).
- ii. DOMI will not accept funds in excess of fee amounts due.

5. *Invoicing*

A. **Invoiced Customers**

- i. At the discretion of DOMI's Director, applicants may register with DOMI as Invoiced Customers. Invoiced customers are subject to the fees posted in the Fee Schedule unless the service falls under a separate agreement with the City. Invoiced customers are subject to all terms in this document except where specifically noted.
- ii. On the first of the month, the City will print and mail the invoiced customer a copy of the Monthly Billing Report generated by the OneStopPGH system that lists the outstanding balance for all permits under that applicant, as well as the related permit numbers and issuance dates.
- iii. Once the Monthly Billing Report has been received, the invoiced customer can log into OneStopPGH, select the permits to pay, and make a payment online.
- iv. Payment shall be made in full within 30 days of receipt. Any comments, questions, or requests for adjustments should be made in writing through OneStopPGH within 14 days of the invoice date.

6. *Refunds*

A. **Nonrefundable Fees**

- i. All fees are nonrefundable unless the fee or any part of it was collected in error, as determined by the Senior ROW Manager.
- ii. Applicants failing to complete an application within 60 days of DOMI's request for missing requirements will have their application closed. The applicant will owe DOMI for all fees accrued to date, if not already paid. No fees shall be refundable.

B. **Requesting a Refund**

- i. Refund requests must be made in writing via email or letter to the Senior ROW Manager who will review requests on a case-by-case basis. The request must include:
 - The applicant's name;
 - The applicant's contact information;
 - The Permit, Plan Review, or License number; and
 - An explanation of the reason for the request.

7. *Correspondence*

- i. For OneStopPGH users, all standard correspondence to and from DOMI regarding permits, licenses, and plan reviews shall be sent through the OneStopPGH portal. This includes, but is not limited to, request for revisions, submission of updated plans, request for extensions, and requests for amendments.
- ii. Non-standard correspondence, such as requesting a refund (see **Section III.6.B**), may be sent from applicants to DOMI in writing, either by email (preferable) or by standard mail. Email should be sent to domipermits@pittsburghpa.gov, and standard mail should be addressed to the DOMI Permit Counter at 611 Second Avenue, Pittsburgh, PA 15219.
- iii. Applicants are encouraged in OneStopPGH to opt-in to receive electronic correspondence from DOMI, which includes upcoming permit or license expiration(s) or the expiration of certifications that are connected to their permit(s) or license(s). Applicants may select their preferred method of communication, and correspondence from DOMI will follow the applicant's preferred method.

- iv. All correspondence should include the Permit, Plan Review, or License number and be as descriptive as possible.

IV. Minimum Applicant Requirements

1. All Applicants

A. OneStopPGH Account

- i. Unless otherwise exempt under *Section IV.1.A.iii*, applicants should register online for an account on OneStopPGH's public portal. Registration can be completed on one's own computer or on a computer at the DOMI Permit Counter.
- ii. An applicant who is not performing the work must list a contractor on the permit. Conversely, a contractor applying for a permit on behalf of a property owner or company must attest to being associated with the property owner or company.
- iii. Since DOMI's licenses will not be part of OneStopPGH's online portal until Fall 2020, all components of new license applications prior to the rollover will continue to be handled at the DOMI Permit Counter. As soon as licenses are part of the online portal, this exemption will be nullified. Please note that all other rules and regulations about licenses laid out in this document still pertain, regardless of whether the application is done online or on paper.

B. Good Standing

- i. Applicants must be in good standing to be eligible for new permits, plan reviews, or licenses. To be deemed in good standing by DOMI, a applicant must:
 - Have obtained all necessary permits or permissions prior to performing previous work except in the case of an emergency [§ 415.13]. In the case of an emergency, the applicant must have complied with DOMI's emergency permit process outlined in *Section III.3* of this document;
 - Be current in his or her payment history;
 - Have not been found guilty or pleaded guilty to a citation more than three times in a one-year period;
 - Have three or fewer active warnings (i.e. request for compliance) for failure to comply with the terms and conditions of a previously issued permit or permits;
 - Be compliant with required inspections or be in the process of correcting deficiencies from failed inspections of prior work; and
 - Have approval from DOMI for any adjustments to an approved plan or permit.

C. Tax Compliance

- i. Unless the applicant is the homeowner and is performing the work himself or herself, he or she must list the contractor performing the work on the permit. All contractors listed on the permit must be current with or in a payment plan for all applicable tax obligations to the City of Pittsburgh.
- ii. Contractors doing work in the city are encouraged to create a OneStopPGH account to streamline the tax compliance check. If a contractor is not currently registered with OneStopPGH, a copy of the contractor's tax compliance letter from the Department of Finance is required documentation.

- iii. It is the responsibility and duty of applicants to secure proper notice from the Department of Finance showing tax compliance in order to be eligible to obtain a permit, plan review, or license from DOMI.

D. Required Documents

- i. In order to process permit, plan review, and license applications, DOMI requires full and complete applications, all required documentation, and any applicable fees.
- ii. Applicants are solely responsible for providing all required documentation and meeting all deadlines. Applicants are solely responsible for filing updated plans, drawings, or other documents if plans change from the original application.
- iii. A list of commonly requested documents and their definitions is included in *Appendix A* for reference. DOMI staff may request additional information as needed to ensure compliance with Code, the ROW Procedures Manual, and other department policies.

E. Expiration of Required Documents

- i. If a necessary certification expires during the permit or license period, it is the applicant's responsibility to provide DOMI with updated documentation.
- ii. Permits and licenses are subject to revocation or suspension if the required document(s) and/or certification(s) expire during the term of the permit or license.

2. Additional Requirements for Permits and Licenses

A. Insurance Compliance

- i. When required for the permit type, all contractors listed on the application (whether hired company or homeowner) must provide a certificate from their insurance company, naming the City as additional insured.
- ii. The Director of DOMI, in consultation with the City Solicitor, shall set the type and coverage of insurance required. In determining the insurance requirements, the Director shall take into consideration factors including, but not limited to, the type of permit, the scope of the project, the risk to the City and to the general public, as well as other salient factors.
- iii. Applicants are responsible for making sure that these requirements are maintained throughout the duration of the permit.

B. Bond Compliance

- i. When required for the permit type, applicants must post bond to ensure proper and complete major construction and/or restoration of the right-of-way, or, as the context requires, a bond to ensure the availability of sufficient funds to remove equipment upon abandonment or other termination of a registrant's privilege to have equipment located in the right-of-way.
- ii. The Director of DOMI, in consultation with the City Solicitor, shall set the required bond amount dependent on the amount and cost of work to be performed, to be posted in the ROW Fee Schedule.

C. Utility Providers

- i. Utility providers must submit a planned work program for the year as well as monthly, updated work schedules. The submitted plan and updated schedules are not expected to include emergency work or new service lines. [§ 412.06]

- ii. The first planned work program and monthly schedule should be sent in an email to the Utility Supervisor at brian.ralston@pittsburghpa.gov when the utility provider creates an account in OneStopPGH.
- iii. Annual work programs should be emailed to the Utility Supervisor no less than 45 days from the date of DOMI’s request. Subsequent monthly updates must be provided to the Utility Supervisor on a regularly occurring schedule and in a consistent format. The expected schedule and format will be set by the Utility Supervisor and made available to all utility providers annually.

V. Permits and Licenses

1. *Application and Processing*

A. Starting an Application

- i. Unless exempted under ***Section IV.1.A.iii***, applicants must register online for an account on OneStopPGH’s public portal (see ***Section IV.1.A***). Applicants are responsible for creating their own user accounts. DOMI staff will not create user accounts for applicants.
- ii. Applicants for new licenses, as temporarily exempted under ***Section IV.1.A.iii***, may submit a DOMI license application at the DOMI Permit Counter or through regular mail. This exemption will be nullified when licenses go live in the online portal in Fall 2020.
- iii. Once registered in the system, applicants shall submit applications electronically through the OneStopPGH public portal. Applicants can complete forms and upload required documents from their own computer or on a computer at the DOMI Permit Counter.
- iv. If the applicant is a contractor doing work under another account, then he or she will need to enter OneStopPGH as an applicant and link to the account that serves as an umbrella for the work. (see ***Section IV.1.A***).
- v. Applicants may submit permit and license applications for review at any time.
- vi. The applicant will have the ability to identify a planned “start” and “end” work date on the permit application; however, DOMI will not issue permits more than 14 calendar days in advance of the effective start date. This is to allow for the proper review and coordination of activity in the right-of-way and the proper posting for sidewalk and roadway closures.

B. Application Review

- i. After receiving an application, DOMI will inform the applicant of any application requirements that have not been satisfied.
- ii. Required documents must meet the specifications outlined by the department.
- iii. DOMI reserves the right to request additional documents when needed to review the application adequately.
- iv. The application will be deemed administratively complete and ready for review when all required documents are received.
- v. All permit applications are reviewed by the department’s Bureau of Traffic Operations for impacts to the safety and operations of the ROW. For permits requiring traffic control plans, these plans must be compliant with City and PennDOT standards. This includes provisions around communication for major obstructions defined in Code.
- vi. If an applicant successfully completes all application requirements, pays all fees in full, and passes DOMI’s inspection and review process, the permit or license will be approved. The

applicant can print his or her approved permit(s) and license(s) from the online OneStopPGH portal or pick up a copy in person at the DOMI Permit Counter.

C. Rejection of Application

- i. DOMI will not issue a permit or license if it is determined that the proposed activity does not comply with applicable Code or department policy or if any of the following are true:
 - An applicant misrepresents any fact in the permit or license application;
 - The proposed activity negatively impacts public safety or the operations of the right-of-way;
 - The proposed activity conflicts with the use of the right-of-way required for the public good;
 - The nature and type of work proposed is not suitable for a permit or license.
- ii. If the application fails two review cycles and does not correct or address DOMI's comments, the application may be rejected and closed. Any funds paid in connection to the application will be forfeited.
- iii. Applicants who have had their application closed may appeal to the Senior ROW Manager. Correspondence should be sent in writing to domipermits@pittsburghpa.gov or to the DOMI Permit Counter, 611 Second Avenue, Pittsburgh, PA 15219.

2. Permit Rules

Except where otherwise specified by Code, the following rules shall apply to permits issued by DOMI.

A. Permit Start Date

- i. No permit will be issued less than 48 hours from the time that work is to begin unless otherwise allowed by an exception granted by the Senior ROW Manager.
- ii. Applicants may not request a start date that predates the application date except in the case of a permit for emergency work.
- iii. Work should commence within 14 days of the permit's issuance.

B. Permit Expiration

- i. All permitted work including, but not limited to, site restoration to City standard, pavement, sidewalk, curb, and ramps, must be completed prior to the permit's expiration. Any requests to deviate from the City's restoration standard must be approved by the department in advance.
- ii. It is the sole responsibility of the applicant to request appropriate work dates for the duration of the permitted activity at the time of application and to make all efforts to complete work within the permit term.
- iii. Work shall not begin or continue under an expired permit.

C. Permit Extension

- i. Applicants can request a one-time extension to the valid permit expiration date for a minimum fee of \$100, which is only applied if the request is granted by DOMI.
- ii. In cases where there is either a substantial change in permit activity or work dates, additional fees for extended work scope and/or work dates may be assessed.
- iii. Requests to extend a permit must be made in writing through OneStopPGH for registered users.

- iv. The length of the permit extension will be equal to the permit term or 14 days, whichever is less.

D. Inspections

- i. DOMI reserves the right to perform inspections of permitted work sites at all times including, but not limited to, when an applicant submits a new permit application or requests a permit extension, or when DOMI receives a complaint.

E. Permittee Responsibilities

- i. The permittee is the responsible party for any person hired by the permittee and shall be held responsible and liable for the work performed under a ROW permit.
- ii. By accepting a permit, it is the sole responsibility of the permittee to comply with all inspections needed to meet the standards set in Code, the ROW Procedures Manual, and this document.
- iii. DOMI inspectors may contact the permittee for required adjustments or corrections, regardless of whether the permittee performed the work directly or subcontracted the work.
- iv. By accepting a permit, the permittee agrees to comply with Code, the department's ROW Procedures Manual, and other department policies.

F. Restoration Standards for Winter Permits

- i. Unless the Director deems otherwise, a moratorium shall be placed on final pavement restoration from November 1 to April 30 each year. During this time, all roadway openings shall follow a temporary restoration standard outlined in the ROW Procedures Manual and are subject to an additional application fee to cover the administrative cost of associated with managing winter openings.
- ii. During the winter moratorium, applicants are responsible for managing a database of all opening permits and temporary patches. The database shall be continually updated with each new opening permit application.
- iii. No less than 30 days before the moratorium is lifted, permittees are responsible for submitting a draft spring restoration schedule to the department. The schedule should identify a plan to restore all winter openings no more than six (6) months after the moratorium is lifted. The restoration schedule should be updated throughout the spring/summer period and whenever possible and reasonable, be coordinated with restoration and work by others and the City's paving schedule.
- iv. All opening permits issued during the moratorium will remain in "issued" status until passing a final inspection for permanent restoration.
- v. Inspection of the temporary patch is required. Temporary patches that pass inspection will be placed on the applicant's spring restoration schedule. The opening permit will remain in "issued" status but will not incur additional fees.
- vi. Temporary patches that fail inspection will remain in "issued" status and will continue to incur additional permit fees until the patch passes inspection.
- vii. Failure to submit or maintain the schedule or to deliver on satisfactory restoration in the spring, pursuant to DOMI's ROW Procedures Manual, will result in an applicant being in "bad standing" with the department.

3. *License Rules*

Except where otherwise specified by Code, the following rules shall apply to licenses issued by DOMI.

A. License Ownership

- i. A license is issued for a specific person or business and cannot be transferred to another person or business.

B. License Start and Expiration Dates

- i. An applicant may choose a start date that is up to 60 days in the future from the date of the application for a new license.
- ii. All licenses, regardless of the start date, expire on the last day of the calendar year.

C. Amending a License

- i. Minor amendments such as correcting an error or updating contact information may be submitted to DOMI staff at any time without incurring a fee.
- ii. Major amendments such as changes that affect the fee calculation or alter the intent of the original license application should be submitted prior to the license's renewal. The licensee may be subject to additional fees, reviews, and inspections. Renewal applications should not be submitted until the amendment application is approved.
- iii. Requests for license amendments must be made in writing via email or letter to the Senior ROW Manager who will review requests on a case-by-case basis.

D. License Renewals

- i. Current annual licensees can renew their licenses up to 45 days before the expiration date. Renewed licenses will be valid starting on January 1.
- ii. Failure to renew a license before expiration will result in the loss of the license.
- iii. A one-time grace period of up to 45 days after December 31 may be granted for expired licenses at the sole discretion of the Senior ROW manager upon receipt of a written request.
- iv. Applications for a new license are subject to all fees, terms and reviews of a new license.
- v. Required documents are considered valid for the period of the license and must be updated and resubmitted for each renewal, unless the document does not have a specific expiration date (e.g. support letter, site plan) and nothing material has changed in it.

E. License Closure

- i. DOMI will close licenses that have expired.
- ii. Obstruction or denial of entry for authorized inspections shall be considered grounds for suspension or closure of a license.
- iii. If a licensee wishes to close their business or end their trade activities, he or she can notify DOMI directly in writing, and the department will close the license;

F. Inspections

- i. DOMI reserves the right to inspect licensed business premises to ensure compliance with requirements for licensed activities at different times during the year. This includes, but is not limited to, when an applicant submits a new license application or requests a renewal or extension, or when DOMI receives a complaint.

G. Licensee Responsibilities

- i. Licensees must post licenses issued by DOMI in a conspicuous location where the public can easily see and read them without difficulty or need of assistance. Licenses that contain electronic codes (QR codes) must be easily accessible for anyone (e.g. customers, general public, government employees, inspectors) to scan without assistance.
- ii. By accepting a license, it is the sole responsibility of the licensee to comply with all inspections needed to meet the standards set in Code, the ROW Procedures Manual, and this document.
- iii. By accepting a license, the licensee agrees to comply with Code, the department's ROW Procedures Manual, and other department policies.

VI. Plan Reviews

1. *Application and Processing*

A. Starting an Application

- i. Applicants must register online for an account on OneStopPGH's public portal (see ***Section IV.1.A***). Applicants are responsible for creating their own user accounts. DOMI staff will not create user accounts for applicants.
- ii. Once registered in the system, applicants shall submit applications electronically through the OneStopPGH public portal. Applicants can complete forms and upload required documents from their own computer or on a computer at the DOMI Permit Counter.
- iii. If the applicant is a contractor doing work under another account, then he or she will need to enter OneStopPGH as an applicant and link to the account that serves as an umbrella for the work. (see ***Section IV.1.A***).
- iv. At the time of application, applicants must submit a checklist of the proposed scope of work.
- v. Due to the complexity of the plan review process, prospective applicants are highly encouraged to request a pre-application meeting prior to submitting an application in OneStopPGH. To request this meeting, visit DOMI's website for the latest contact information.

B. Application Review

- i. After receiving an application, DOMI will inform the applicant of any application requirements that have not been satisfied.
- ii. Required documents must meet the specifications outlined by the department. Failure to adhere to the department's specifications may delay and extend review timelines.
- iii. DOMI reserves the right to request additional documents when needed to review the application adequately.
- iv. The application will be deemed administratively complete and ready for review when all required documents are received.
- v. A maximum of two full review cycles (defined as two cycles of DOMI review and applicant revisions) is included in plan review charge.
- vi. In cases where more than two reviews are required due to an applicant change in scope or failure to respond to comments, a re-review fee may be assessed.
- vii. If an applicant successfully completes all application requirements, pays all fees in full, and passes DOMI's review process, the plan will be approved.

C. Rejection of Application

- i. DOMI will not approve a plan if it is determined that the proposed activity does not comply with applicable Code or department policy or if any of the following are true:
 - An applicant misrepresents any fact in the application;
 - The proposed activity negatively impacts public safety or the operations of the right-of-way;
 - The proposed activity conflicts with the use of the right-of-way required for the public good;
 - The nature and type of work proposed is not suitable for a permit or license.
- ii. If the application fails two review cycles and does not correct or address DOMI's comments, the application may be rejected and closed. Any funds paid in connection to the application will be forfeited.
- iii. Applicants who have had their application closed may appeal to the Senior ROW Manager. Correspondence should be sent in writing to domipermits@pittsburghpa.gov or to DOMI Permit Counter, 611 Second Avenue, Pittsburgh, PA 15219.

2. Plan Rules

Except where otherwise specified by Code, the following rules shall apply to plans approved by DOMI.

A. Applicability of Approved Plans

- i. Plan approval does not grant permission for construction. Applicants must apply for all permits necessary to perform construction associated with approved plans.
- ii. Applicants are required to obtain approval from the DOMI Plan Reviewer prior to adjustments to approved plans (see **Section VI.2.B**).
- iii. Dedication of a new street requires the approval of the ROW Plan, and acceptance of final as-built plans, and legislative action before the street is accepted as public ROW.
- iv. Once approved, a record of approval is available for printing by the applicant through OneStopPGH or in person at the DOMI Permit Counter.

B. Amending a Plan

- i. In cases where an applicant wants to adjust an approved plan set, an amendment can be requested.
- ii. Requests to amend a permit must be made in writing through the OneStopPGH portal.
- iii. Minor amendments such as correcting an error or updating contact information may be submitted to DOMI staff at any time without incurring a fee.
- iv. Revised plans that have a substantial change in scope that may affect the fee calculation or alter the intent of the original plan submission should be submitted as an amendment to the plan through OneStopPGH. The applicant may be subject to additional fees and reviews.
- v. In cases where the changes in scope of work are deemed incompatible with the original review and approval, DOMI may reject an amendment. The applicant then will be required to submit an application for a new plan review.

Contact the Department of Mobility and Infrastructure

DOMI Permit Counter

611 Second Avenue

Pittsburgh, PA 15219

<https://pittsburghpa.gov/domi/right-of-way>

(412) 255 -2370

OneStopPGH Counter (PLI and Zoning)

200 Ross Street, Floor 3

Pittsburgh, PA 15219

<https://pittsburghpa.gov/onestoppgh/>



Document Guide

Permits

Document Type	Document Definition	Banner (BN)	Construction Staging (CS)	Curb Cut (CC)	Opening (OP)	Pole (PL)	Sidewalk Repair (SIDE)	Moving (MV)	Tree (TREE)
Insurance Certificate	Proof of insurance. Must list the city as additionally insured.	Optional at application, required for issuance	Optional at application, required for issuance						
Site Plan	Dimensioned plan which shows the proposed use. Provide as 11x17.		Optional	Required - see website for site plan requirements			Optional at application, may be required for issuance		Optional at application, may be required for issuance
Bond	A copy of the contractual agreement guaranteeing that the project will be completed and regulations will be followed.				Required - see fee schedule for bond amounts				
Diagram	A diagram drawn to scale that shows the location and extent of work within the Right-of-Way. Provide as 11x17.	Optional		Required	May be requested	Required			Optional
Map of Location(s)	Diagram or map showing location in ROW. Must label all features. Provide as 11x17.	Optional - Locations of Poles with Banners Attached			Required for multiple openings on one application	Required for multiple poles on one application			
MPT (Maintenance and Protection of Traffic Plan)	A proposal of how to mitigate negative effects on nearby automotive and/or pedestrian traffic		Optional at application, may be required for issuance		Optional at application, may be required for issuance	Optional at application, may be required for issuance	Optional at application, may be required for issuance		
Utility Survey (or Proof of Utility Coordination)	Survey of all known utilities and letters from affected utilities stating that there is no objection.		May be requested		May be requested	May be requested			
ROW Plan/Public Improvement Plan	Approved plan from the department showing changes to the ROW. Provide as 11x17.			Optional at application, may be required for issuance			Optional at application, may be required for issuance		Optional at application, may be required for issuance
Picture	A photograph of relevant items or locations	Optional - Photo of Banner Design		Required - see website for photo requirements	Optional	Optional - Photo of Proposed Pole Locations			
Art Commission Approval	Notice of approval from Art Commission	Required, if applicable							



Document Guide

Plan Review

Document Type	Document Definition	Encroachment (EN)	ROW Plan (ROW)	Furnishing (FN)	Street Vacation (VAC)
Insurance Certificate	Proof of insurance. Must list the city as additionally insured.	Optional at application, required for issuance		Optional at application, required for issuance	
Site Plan	Dimensioned plan which shows the proposed use. Provide as 8.5x11 or 11x17.	Required		Optional	Required
Survey	Site survey with property lines, parcel numbers, parcel owner, address and proposed vacation extents.	Required			Required
Map of Location(s)	Diagram or map showing location in ROW			Optional	
Notarized Petition	Signed petition expressing support for the vacation from property owners directly adjacent to the proposed vacation.				Required - see website for application
MPT (Maintenance and Protection of Traffic Plan)	A proposal of how to mitigate negative effects on nearby automotive and/or pedestrian traffic		Optional at application, may be required for issuance		
Legal Description	A statement of metes and bounds prepared by a licensed surveyor	Required			Required
Utility Survey (or Proof of Utility Coordination)	Survey of all known utilities and letters from affected utilities stating that there is no objection	Optional at application, may be required for issuance	Optional at application, may be required for issuance	Optional at application, may be required for issuance	Required
ROW Plan/Public Improvement Plan	Approved plan from the department showing changes to the ROW.	Optional		Optional	Optional
Art Commission Approval	Notice of approval from Art Commission	Required, if applicable		Required, if applicable	Required, if applicable
Letter	Specific to plan type	Required - description of proposal and justification		Letter of request with description of proposal and justification	Required - letter from Adjacent Property Owners