



Construction Staging Permit (Materials Staging) Information Sheet

Department of Mobility and Infrastructure
May 5, 2020

At a Glance

- A person or company must apply for a Construction Staging Permit (Materials Staging work type) to place construction materials in the right-of-way.
- The materials staging permit is available in 14-day increments.
- If a “No Parking” sign is issued as a part of the permit, the sign must be posted at the site at least 48 hours before the start of the permit period.
- **When to apply:** Applicants should apply for materials staging permits online through OneStopPGH **at least one week** in advance of the date the materials staging permit is needed. Applying through OneStopPGH makes it easy to view and print your permit and “No Parking” sign at home and request an inspection or extension to the permit dates. Please see the Application/Review/Inspection section for additional information on inspections.

Required Documents

- A copy of the applicant’s insurance certificate (*required at application unless contractor maintains annual General Liability insurance in the amounts listed in the ROW Fee Schedule*);
- A work zone diagram (*optional*);
- A utility survey or proof of utility coordination (*may be requested before issuance*).

See the department’s *Document Guide* at <https://pittsburghpa.gov/domi/row-info> for more details.

Information Needed for Application

- Applicant name and contact information;
- Contractor name and contact information (if the applicant is not doing the work). **Note:** all contractors are required to be registered with the City through OneStopPGH and must maintain valid bond and insurance when required for the permit;
- Description of work including the purpose and exact location of the materials;
- Work site address. If the work site does not have an address, a location name (block) and cross streets are required;
- Description of materials;
- Length and width of area occupied by materials;
- Start and end dates of work.

Fees

- Application Fee: \$25.00
- Permit Fee: \$6.00 per 200 square feet per day assessed for each 14-day period
 - In accordance with §415.02 of Municipal Code, all measurements shall be rounded up to the nearest whole number, and payment shall be made on this basis.
- Extension Fee: \$100.00 (*only applied if DOMI grants request*)

- The applicant must contact the Pittsburgh Parking Authority if metered parking spaces are impacted by the construction staging work and must pay all applicable meter fees.

Application/Review/Inspection Process

- The applicant can select preferred start and end work dates. Permit fees and the expiration date are automatically rounded up to the nearest 14 days when the permit is issued.
- The applicant will be notified within three (3) business days from the time of application if the application is incomplete. DOMI reserves the right to follow up with the applicant to request additional information if needed.
- Once all application information is verified as complete and received, the applicant should allow one (1) week for DOMI to review the permit application and make a determination of whether to approve or deny it.
- The permittee must request two (2) DOMI inspections for this permit:
 - A compliance inspection after the materials are in place. The compliance inspection is required to ensure that all terms and conditions of the permit are met and that work is done in conformity with approved plans.
 - A post occupancy inspection at the end of the valid permit date.

See the department's *Inspections Guide* at <https://pittsburghpa.gov/domi/row-info> for details on each inspection.

- Permittees can request an inspection online through OneStopPGH portal or by calling the DOMI inspector listed on the permit. Deficiencies will result in a warning, citation, or other corrective action as outlined in the *Rules and Regulations Guiding Permits, Licenses, and Plan Reviews*.
- Permittees who leave materials in the ROW after the permit expires are subject to citation and fines.

Expiration, Extension, and Amendment

- The Construction Staging Permit (Materials Staging) is valid only during the dates designated by DOMI on the permit unless the applicant applies for and receives an extension.
- The applicant may request a one-time extension to the valid permit expiration date for \$100. The length of the permit extension will be 14 days.
- When applying for an extension, the applicant must include a justification for the extension.
- In cases where there is a substantial change in either permit activity or work dates, DOMI will notify the permittee that the change will be processed as an amendment and that additional fees will be assessed.