Construction Staging Permit (Scaffolding) Information Sheet

Department of Mobility and Infrastructure

May 5, 2020

At a Glance

- A person or company must apply for a Construction Staging Permit (Scaffolding work type) to place scaffolding above the right-of-way.
- Scaffolding can be for either residential or commercial uses. DOMI defines residential scaffolding as that used for one- and two-family dwellings no more than three (3) stories in height. All other scaffolding is considered commercial.
- The scaffolding permit is issued in 30-day increments for residential and commercial scaffolding. Residential and commercial scaffolding permits are subject to different fees.
- Permits applied for together as part of the same construction project can be associated together by a permit reviewer as a Project.
- 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 scaffolding permits online through OneStopPGH **at least one week** in advance of the date the scaffolding 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 amendment 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 Maintenance and Protection of Traffic (MPT) Plan (*optional at application but may be required for issuance*);
- 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 scaffolding;
- Work site address. If the work site does not have an address, a location name (block) and cross streets are required;
- Start and end dates of work;
- Length of scaffolding in linear feet;
- Number of stories of scaffolding.

Fees

- Application Fee: $25.00
- Permit Fee:
    - Residential: $100.00 each 30-day period
    - Commercial: $0.50 per linear foot per story assessed for each 30-day period ($100.00 minimum)
        - 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: n/a (no extensions allowed; see below)

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 30 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 scaffolding is 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 scaffolding in the ROW after the permit expires are subject to citation and fines.

Expiration, Extension, and Amendment

- The Construction Staging Permit (Scaffolding) is valid only during the dates designated by DOMI on the permit unless the applicant applies for and receives an amendment.
- This permit type is not eligible for permit extensions. If there is a substantial change in either permit activity or work dates, the permittee must request a permit amendment from DOMI. If the amendment is granted, additional fees will be assessed.