



Curb Cut Permit Information Sheet
Department of Mobility and Infrastructure
May 6, 2020

At a Glance

- A person or company must apply for a Curb Cut Permit under the following circumstances:
 - **New Curb Cuts:** A Curb Cut Permit application must be submitted for all new curb cuts. This includes but is not limited to curb cuts for off-street parking such as driveways, residential garages, parking pads, parking lots, commercial garages, and off-street loading facilities.
 - **Existing Curb Cuts:** A Curb Cut Permit application may be required for an existing curb cut when:
 - no Curb Cut Permit application is on file,
 - the parcel's land use or occupancy changes,
 - the number of parking spaces being served increases,
 - the property owner proposes to modify the curb cut, such as increasing the width of the throat or flare,
 - a new garage is proposed, or
 - the curb cut requires repair or reconstruction (Pittsburgh Code of Ordinances [§ 413.02](#)).
- A Curb Cut Permit grants permission for access from the public right-of-way (ROW) and permission to construct the driveway.
- All curb cuts must adhere to the department's *Specifications for the Installation of Curb Cuts for Off-Street Parking*, unless the applicant requests and receives an exception from DOMI (see **Required Documents** below for more information).
- Curb cuts can be for either residential or commercial uses. DOMI defines residential curb cuts as those providing access to one- and two-family dwellings no more than three (3) stories in height. All other curb cuts, including those for off-street loading, are considered commercial.
- The curb cut permit period is six (6) months. Residential and commercial curb cut permits are subject to different fees.
- Curb cut permits issued with a condition to repair or correct deficiencies in sidewalks do not require a separate sidewalk repair permit or fees unless otherwise directed by DOMI.
- DOMI site plan approval on the Record of Zoning Approval (ROZA) does not expire.
- If there is a street tree in the area of work, an additional review by the City Forester is required.
- 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 curb cut permits online through OneStopPGH in advance of the time the curb cut 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

- An 11” x 17” site plan submitted as a PDF (*required*);
- Photo(s) of the existing conditions of sidewalk, curb, and roadway at the approximate location of the curb cut (*required*). Screenshots and photos taken from online mapping services like Google Maps will not be accepted;
- A Right-of-Way Improvement Plan (*when applicable: optional at application, may be required for issuance*);
- A letter to the Director of DOMI requesting an exception (*when applicable: required*). Must provide clear justification for why the City’s curb cut specifications and standards cannot be met as well as a proposal for how all detrimental impacts of the proposed curb cut will be mitigated. DOMI may require additional supporting documentation.

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 curb cut;
- Work site address. If the work site does not have an address, a location name (block) and cross streets are required;
- Length of the curb cut’s throat;
- Length of the curb cut from flare tip to flare tip;
- Start date for work.

Fees

- Application Fee:
 - Residential: \$75.00
 - Commercial: \$150.00
- Permit Fee:
 - Residential: Flat fee of \$150.00
 - Commercial:
 - \$15.00/linear foot for tertiary street
 - \$25.00/linear foot for secondary street
 - \$50.00/linear foot for primary street
 - Fees are assessed based on the length of the curb cut from flare tip to flare tip. 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 for an additional six months

Application/Review/Inspection Process

- The applicant can select a preferred start work date at the time of application. If issued, the curb cut permit is valid for six months from the start date.
- 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, and as long as the proposed curb cut complies with DOMI's *Specifications for the Installation of Curb Cuts for Off-Street Parking*, the applicant should allow two (2) to four (4) weeks for DOMI to review the permit application and make a determination of whether to approve or deny it.
- Curb cuts that do not comply with the specifications must request an exception and may require **an additional** two (2) to four (4) weeks for review.
- Curb cuts require review by DOMI staff as well as final approval from the Senior ROW Manager. In reviewing the permit, DOMI may direct design or construction changes to ensure that the curb cut limits or mitigates – to the extent practicable – any detrimental impacts on the public right-of-way.
- Depending on the scope of the development project, DOMI may conduct curb cut review as part of the site plan review on the zoning application or the ROW Improvement Plan. In these cases, the curb cut permit application will be held until the ROW Improvement Plan is approved.
- The permittee must request three DOMI inspections for this permit:
 - A pre-work inspection,
 - An opening inspection after the form is set and before pouring concrete, and
 - A final inspection after the concrete has set.

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

- There will be no deviations from the approved plan or City standards during construction without permission from DOMI. Requests for field adjustments must be directed to the DOMI inspector listed on the permit.
- 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*.

Expiration, Extension, and Amendment

- The Curb Cut Permit 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 6 months.
- 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.