



Opening Permit Information Sheet
Department of Mobility and Infrastructure
May 8, 2020

At a Glance

- A person or company must apply for an Opening Permit to open the street or sidewalk for excavation in the right-of-way.
- The opening permit is available in 14-day increments. Applicants can select as many 14-day increments as they need to perform excavation and fill. An additional 30 days automatically are added to the permit to allow for restoration. The 30-day restoration period is not included in the calculation of permit fees.
- Multiple street openings can be placed on the same application if they have the same work dates and traffic control plan. When entering multiple openings on one permit, the applicant must submit a plan for review with the application.
- Opening and restoration work must comply with City standards found in the [Right-of-Way Procedures Manual](#).
- Unless the Director of DOMI deems otherwise, a moratorium shall be placed on final pavement restoration from November 1 to March 31 each year. During this time, all roadway openings shall follow a temporary restoration standard outlined in the Right-of-Way Procedures Manual and are subject to an additional application fee to cover the administrative cost associated with managing winter openings. During the winter moratorium, the 30-day restoration period is not included in the permit.
- When applicable, applicants must reference the associated Construction Management Plan (CMP), Maintenance and Protection of Traffic (MPT) Plan, or Right-of-Way (ROW) Improvement Plan in the description of work. Providing the approved Zoning & Development Review (ZDR) or ROW Improvement Plan number **at the time of application** will allow for efficient review.
- 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 opening permits online through OneStopPGH **at least one week** in advance of the time the opening 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 bond for the amount set by the Director of DOMI, in consultation with the City Solicitor, dependent on the amount and cost of work to be performed (*required at application unless contractor requests and is approved by DOMI to maintain an annual bond in the amounts listed in the ROW Fee Schedule*);
- 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*);
- An 11” x 17” plan drawn to scale that shows the location and extent of work in the right-of-way (*required if multiple openings are on application*). Submitted through OneStopPGH as “DOMI Other Plan”;
- A description of the traffic obstruction plan (*required at application*);
- A Maintenance and Protection of Traffic (MPT) Plan (*optional at application but may be required for issuance if a travel or parking lane will be blocked for 18 days or more*);
- 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 opening(s);
- Work site address. If the work site does not have an address, a location name (block) and cross streets are required;
- Length and width of the opening(s);
- Start and end dates of work.

Fees

In accordance with Pittsburgh Code § 415.02, all measurements shall be rounded up to the nearest whole number, and payment shall be made on this basis.

- Application Fee:
 - Sidewalk and Curb opening: \$25.00
 - Single street opening (less than 3 square yards): \$25.00
 - Single street opening (3 to 49 square yards): \$75.00
 - Single street opening (50 to 99 square yards): \$75.00
 - Single street opening (100 or more square yards): \$75.00
 - Multiple street openings: \$250.00
 - Winter opening(s) between November 1 and March 31: additional \$50.00 per application
- Permit Fee:
 - Sidewalk and Curb opening: \$1.00 per linear foot (\$30.00 minimum)
 - Single street opening (less than 3 square yards): \$80.00
 - Single street opening (3 to 49 square yards): \$160.00
 - Single street opening (50 to 99 square yards): \$320.00
 - Single street opening (100 or more square yards): \$320.00 + \$2.00 per square yard
- Extension Fee: \$100.00 (*only applied if DOMI grants request*)

Application/Review/Inspection Process

- The applicant can select preferred start and end work dates **required to excavate and fill**. Permit fees and work dates will be rounded up to the nearest 14-day period (e.g. 17-day request becomes 28-day permit period).
- An additional 30 days are then added automatically to the permit to allow for restoration. No additional fees apply to this restoration period.
- 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 three (3) DOMI inspections for the permit:
 - A pre-work inspection,
 - An opening inspection, and

- A final inspection after restoration is complete.

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*.

Expiration, Extension, and Amendment

- The Opening 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 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.