



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

### At a Glance

- A Pole Permit authorizes the installation of, replacement of, or attachment to a utility pole in the public right-of-way.
- The pole permit is available in 30-day increments. Applicants can select as many 30-day increments as they need to perform the work, including the permanent restoration of the base.
- Multiple poles can be placed on the same permit application if they have the same work dates and traffic control plan. When entering multiple poles on one permit, the applicant must submit a plan for review with the application.
- 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 pole permits online through OneStopPGH **one to two weeks** in advance of the time the pole 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 if excavation involved 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 poles on one application*). Submitted through OneStopPGH as “DOMI Other Plan”;
- 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 pole work;

- 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.

## **Fees**

- Application Fee: \$75.00
- Permit Fee: \$50.00 for each pole installation, replacement, or attachment per 30-day period
- Extension Fee: \$100.00 (*only applied if DOMI grants request*)

*Note:* DOMI may waive full or partial fees for streetlight transfers on utility poles.

## **Application/Review/Inspection Process**

- The applicant can select preferred start and end work dates. Permit fees and the expiration date automatically are rounded up to the nearest 30 days (e.g. 40-day request becomes 60-day permit period). As the pole owner, the applicant is responsible for selecting the work dates required to complete all work, including the permanent restoration of the base.
- 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 up to two (2) weeks for DOMI to review the permit application and make a determination of whether to approve or deny it.
- The permittee must request three DOMI inspections for this permit:
  - A pre-work inspection,
  - An opening inspection once the pole replacement or transfer is scheduled, and
  - A final inspection after the base repair 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 Pole 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 30 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.