



Sidewalk Repair Permit Information Sheet

Department of Mobility and Infrastructure

May 7, 2020

At a Glance

- A person or company must apply for a Sidewalk Repair Permit to repair or replace existing sidewalks and/or curb, to widen or change the material of an existing sidewalk and/or curb, or to install new sidewalks and/or curb. The following exceptions exist:
 - Applicants that construct or repair sidewalks under the Construction Staging Permit (Barricade work type) are not required to submit a separate Sidewalk Repair Permit. Please see the Construction Staging Permit (Barricade work type) Information Sheet if you believe that this provision may apply to you.
 - Applicants required to repair or correct deficiencies in their sidewalks as part of a Curb Cut Permit are not required to submit a separate Sidewalk Repair Permit. Please see the Curb Cut Permit Information Sheet for more information.
- Sidewalk repairs can be either residential or commercial. DOMI defines residential sidewalk repairs as those abutting one- and two-family dwellings no more than three (3) stories in height. All other sidewalk repairs are considered commercial.
- The sidewalk repair permit is issued for one 30-day period. Residential and commercial sidewalk repairs are subject to different permit fees.
- All sidewalks and curbs must be constructed to the City standard. New sidewalks shall be constructed within the public right-of-way from the back of curb to the property line or, in certain cases, to match existing sidewalks on adjacent property. Modifications to an existing curb line or construction of a new curb where one does not already exist requires additional review by DOMI.
- 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 there is a street tree in the area of work, an additional review by the City Forester is required.
- If the area of work contains a curb ramp, the repair must upgrade the ramp to be ADA-compliant if it is not already.
- 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 sidewalk repair permits online through OneStopPGH **one to two weeks** in advance of the time the sidewalk repair 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 an 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*);
- An 11” x 17” site plan submitted as a PDF (*optional at application, may be required for issuance*);
- A work zone diagram (can be replaced with a ROW Improvement Plan or Site Plan if one is available) (*required*);

- Photo(s) of the existing conditions of the work area that identify the presence of all fixtures and furnishings in the right-of-way that might conflict with the sidewalk repair. Photos should clearly document the condition of the curb and sidewalk (required). Screenshots and photos taken from online mapping services like Google Maps will not be accepted.

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 sidewalk repairs;
- Work site address. If the work site does not have an address, a location name (block) and cross streets are required;
- Length of the sidewalk being repaired, widened, or installed (in linear feet);
- Start and end dates of work.

Fees

- Application Fee:
 - Residential: n/a (waived)
 - Commercial: \$75.00
- Permit Fee:
 - Residential: flat fee of \$30.00 for 30-day period
 - Commercial: \$1.00 per linear foot for 30-day period (\$30.00 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)

Application/Review/Inspection Process

- The applicant can select a start work date at the time of application. If issued, the sidewalk permit is valid for 30 days 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, the applicant should allow one (1) 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 (3) 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 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 Sidewalk Repair Permit 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.