

**CHAPTER VII
UTILITIES**

GENERAL PROCEDURE FOR ISSUING UTILITY PERMITS

1. District utilities engineers (DUE) will receive all utility permit applications.
2. The utility permit application is to be reviewed by the DUE. If approved, the application is given to district Traffic (personnel) to handle. If denied, the DUE shall notify the applicant. Discuss if necessary. Bonding requirements are determined by district Traffic personnel. Field meetings are coordinated with the utility company by district Traffic personnel.
3. The utility permit is issued by district Traffic personnel. Copies are provided to the DUE and construction personnel as required. The permit specialist is to be advised of approved deviations to the utility policy. The permit applicant is encouraged to complete the work in a timely manner.
4. Utility permits are to be recorded by district Traffic personnel by the same numbering system as other issued permits. The permit numbers are in numerical order. Permits are to be kept by number, applicant, county, route, log point and location. A code shall be placed on the permit to distinguish the type of permit. Examples of codes are U = utility permit, G = grading permit and D = driveway permit. This will enable the department to evaluate the types of permits being issued. Backup computer tapes are to be retained.
5. Utility permits are to be inspected by district Traffic permit specialists. Construction personnel, if available, may inspect large permits that are for construction of new or relocated lines even though it is not a part of a roadway construction project. Permits issued on active roadway construction projects will be inspected by construction personnel.
6. All problems with utility permit work are to be handled through the DUE.
7. When the utility work is completed to the satisfaction of the inspector, the permit will be released by district Traffic. A copy of the release letter is to be furnished to the DUE. Any deposits or bonds will be returned to the utility by personnel.
8. The utility permit is then changed from the active to the inactive computer file by district Traffic.
9. Periodically, the utility permit files are to be purged, microfilmed and refiled by district Traffic.
10. Existing utility permit files will be made available to the DUE.