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DEPARTMENT OF MOBILITY & INFRASTRUCTURE
CITY-COUNTY BUILDING

Opening Permit Information Sheet (General Excavation)

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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.
- 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.
    - If staging of machinery or materials is proposed on the same block as the excavation and within a legal parking space, staging may be requested with the restoration permit. A separate staging permit is only required if staging is proposed for longer 48 hours before or after the start of construction and/or on a different street segment.
- Work must comply with City standards found in the Right-of-Way Procedures Manual .
- When applicable, applicants must reference the associated Building & Development Application (BDA) or Right-of-Way (ROW) Improvement Plan in the description of work. Providing the approved number **at the time of application** will allow for efficient review.
- If a "No Parking" sign is issued as part of the permit, the sign must be posted at the site at least 48 hours before the start of the permit period.

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 with the City of PIttsburgh listed as additional insured (*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 the application or if the work involves more than 30 linear feet of opening*). Submitted though 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*).

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;
- Description of work including the purpose and exact location of the opening(s);
- Work site address and/or street segment(s)
- Length and width of the opening(s), note length is measured parallel to the roadway;
- Total Roadway Impacted (if multiple openings), sum the lengths of all proposed openings and include that number here (where street/sidewalk openings overlap, just include the longest).
- Start and end dates of work.

Fees

Opening Permit (<25 linear feet)

- Base Fee: $245 due at application, $95 due at issuance
- Extension Fee: $60

Opening (25-100 linear feet)

- Base Fee: $340 due at application $190 due at issuance
- Extension Fee: $75

Opening (>100 linear feet)

- Base Fee: $460 due at application, $315 due at issuance
- Extension Fee: $90

The following conditional fees may also apply:

- Major Obstruction Fee: $85
    - Applies if the permit duration is over 18 days.
- Primary Road Full Closure: $60 per month
    - Applies when work requires full closure of a primary roadway.
- Primary Road/Business District Fee: $30 per two-weeks
    - Applies when work is located on a primary roadway or within a business district.
- Signal Review Fee: $30
    - Applies when work is within 100 feet of a signal and not within a designated parking space.
- Signal Modification: $600
    - Applies when work requires modification to a traffic signal.
- Deficiency Fee: $90
    - Applies after two subsequent failed inspections and/or immediately for non-compliance with approved traffic control plan.
- Parking Meter Fees: The applicant must contact the Pittsburgh Parking Authority if metered parking spaces are impacted by the proposed work and must pay all applicable meter fees.

Permit Duration and Extensions

- Opening (<100 linear feet):
    - Initial duration of up to 56 days with up to an additional 56-day extension.
- Opening (>100 linear feet)
    - Initial duration of up to 84 days with up to an additional 84-day extension.
- Additional extensions may be granted on a case-by-case basis, if work has already started. Applicant must write a letter providing the reason for the additional extension. Standard extension fees will apply.

Application Review

- The applicant can select preferred start and end work dates. 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.

Inspection and Restoration

Three inspections are required to close out the opening permit and the associated restoration permit.

Opening Inspections

- Inspection 1: A pre-work inspection is generated at the time of permit issuance.
- Inspection 2: When the excavation work is complete (pipe is in the ground), **the applicant should request an opening inspection.**
    - During the opening inspection, the inspector will confirm excavation work is complete, close the opening permit, and generate a temporary restoration permit.

Restoration and Restoration Inspections

- The applicant should request an amendment in one-stop when they are ready to conduct base repair and/or final restoration. The amendment request should include:
- Inspection 3: When restoration is complete, **the applicant should request a final inspection**. The inspector will confirm that restoration is complete and meets city standards. Once restoration is approved, the permit will be closed out.

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