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## Utility Capital Project Guidance (2025)

The Utility Capital Project permitting process provides efficiency in the review and permitting of planned utility work. Under this process, DOMI is able to review the project on the front end allowing for improved coordination and a more streamlined review of the utility permits associated with the project. Additionally, under the Utility Capital Project permitting process, utilities no longer are required to apply for a permit for every street segment but may include, on one permit, all work that is proposed to occur within a 3-month timeframe. Efficiencies can also be found in the inspection and restoration processes, as outlined below.

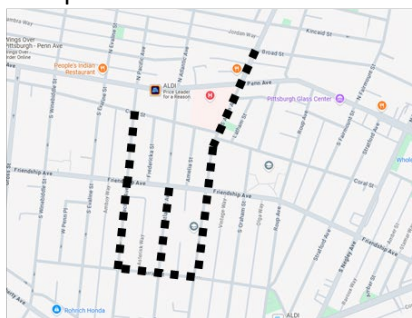
**Disclaimer:** This document provides written guidance on DOMI's current policy and process for permitting utility capital projects as of July 2025. DOMI is continuing to refine policies and procedures regarding the permitting of capital projects and future changes may occur. DOMI will provide written guidance prior to any change.

### Definitions

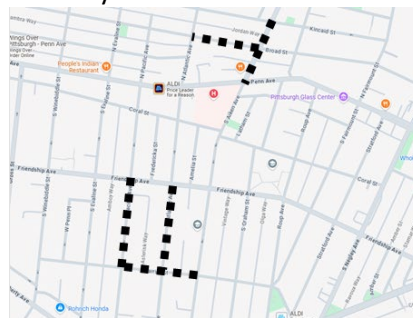
**Utility Project:** A Utility Project refers to planned utility work, often spanning multiple blocks (also referred to as segments). To be defined as part of a project, permits must meet the following rules:

- All work zones must touch to be included as a project
- Work zones that do not touch must be separate projects or permitted under the standard opening permit process
- Neighborhood or ward wide work sites will not be accepted
- Permit's "from/to" dates must be sequential from block to block in a project and not the same for the entire project

Examples Provided for Illustrative Purpose Only:



- Multiple work zones, touching
- May be permitted under 1 capital utility project



- Multiple work zones, not touching
- Required to be permitted as multiple (at least 2) projects

\* DOMI reserves the right to require large capital projects to be split into multiple projects dependent on complexity of review and impact to neighborhood.

**Simple vs Complex Utility Projects:** This distinction applies to projects of fewer than 10 segments.

- A Simple Project is one where work is proposed primarily (over 50%) on low volume residential streets and not located within a business district or on a primary roadway.
- A Complex Project is one where work is proposed primarily (50% or more) on primary roadways and/or within a business district.

**Primary Roadway:** Primary streets are defined as ones with a high volume of vehicles, buses, and/or trucks. Refer to the [DOMI Primary Roadways Map](#).

**Business District:** A map of Neighborhood Business Districts can be [found here](#).

**Street Segment:** A street segment is defined as a portion of street between two intersections or between an intersection and the end of a dead-end street or cul-de-sac. Street segments vary in length depending on the city context.

## Applying for a Utility Capital Project

- A Utility Customer (applicant) may apply for a “Utility Project Permit” in OneStop.
- It is recommended applicants apply for a project at least 6 weeks prior to the start of construction.
- The applicant will be asked to add co-applicants on the project, these co-applicants will be added to all associated permits
- In the work description box, the applicant should include any relevant project name and/or internal project number that they would like associated with the utility project (optional).
- The applicant will select if the project is a main line project (may or may not include service lines) or a stand-alone service line project
- The applicant will be asked for estimated work dates and if they know if other utilities are working in the area. Both of these fields should just be filled out to the best of the applicant’s ability, understanding they may be somewhat unknown.
- The applicant will be required to upload technical drawings, a maintenance and protection of traffic plan (MPT) and an estimated schedule of work broken down per street segment (see drawing requirements below).

## Drawing Requirements

### Technical Drawing Requirements

- Technical drawing submitted with a Utility Project Permit, must meet the following criteria before staff can begin their review.
- All drawings shall be professionally prepared and to industry standards. An engineer's stamp is not required, but drawings must:
  - Be clearly drawn and to scale
  - Include a scale, north arrow, legend, and property boundaries with associated addresses
  - Use different line types or line weights for existing facilities and proposed work, clearly showing the proposed work with appropriate dimensions. The line types should be identified in the legend.

- Depict the cartway, curb, sidewalk, any applicable landscaping and street trees
- Show street names
- Identify and dimension proposed staging locations
- Depict any signal infrastructure within project limits (signals, control boxes, etc)
- Show all existing structures and facilities that either cross or are within five feet (5') of the proposed work.
- When uploading the documents to OneStop for review:
  - The drawings shall include a blank area in the top left of each sheet that is sized five (5) inches wide by three (3) inches tall to allow for DOMI stamping
  - The maximum file size for each uploaded document is 80 MB
  - The drawings shall be uploaded as the fewest number of files as possible
  - At least one file shall be identified as "Plans/Entire Set"
  - Drawings must be specific for the project

#### Maintenance and Protection of Traffic (MPT) Plan Requirements

- When applying for a Utility Project Permit, the applicant must submit a maintenance and protection of traffic (MPT) plan. Expanding on the requirements of the City of Pittsburgh Right of Way Manual (Section 3.2), the MPT plan must be professionally prepared to industry standards and include, at minimum:
  - The street where the traffic impact is located, other streets in the immediate area, and any streets along detours, clearly labeled;
  - Curb lines, pavement markings, and other relevant physical features, properly dimensioned;
  - Work zone/traffic obstruction, including staging locations, clearly located, labeled, and dimensioned;
  - Separate plans for each required detour (pedestrian, bicycle, vehicle);
  - Legend showing signs and other traffic control devices, identified using correct MUTCD names and numerical codes; and
  - Signalized intersections and associated infrastructure.
- Applicants are encouraged to reference PennDOT Publication 213 for guidance in developing the MPT plan.

### **Project Meetings**

- A project meeting will be scheduled by DOMI at least 2 weeks following the submittal of the project material to allow staff time to review.
- At the project meeting, DOMI staff will ask any questions regarding the project and submitted documents and provide any applicable comments to be resolved prior to project approval
- After the meeting, the applicant should upload revised plans in OneStop as applicable. DOMI staff will review, and if approved, issue the project.
- Once the project is approved and issued, the applicant (or co-applicants) may begin applying for Utility Opening Permits.

## Applying for Permits Under a Project

- The applicant should apply for a “Utility Opening Permit” in OneStop
- A Utility Opening Permit may include all work proposed as part of the project that is anticipated to be complete within a 3-month period (maximum)
- The applicant must select all of the street segments where work is proposed within this 3-month period.
- For each street segment, the applicant will submit the proposed work scopes and the work dates and hours associated with each scope, if different.
- The dates submitted for each street segment, must be specific to that street segment and show evidence of progression. While date overlap is permitted between street segments, the same work dates should not be provided for each street segment.
  - For example, if work is proposed on 6 street segments within the 3-month period, the first street segment could show weeks 1-3, the next 3-6, etc.
- No Parking Signs
  - No parking signs will be provided for each street segment. The applicable no parking sign should be posted on the street segment where work is to occur, 48-hours in advance.
  - Multiple no parking signs may be provided for one street segment, if phased work is proposed on that segment
- The permitted work is required to follow the technical drawings and maintenance and protection of traffic plan approved during the project review, if variations from the approved work is needed, the Utility Project must be amended.

## Inspections

All street segments included in utility opening permits require a minimum 4 inspections. With the exception of the pre-site inspection, these inspections should be requested by the applicant through OneStop.

- Pre-site inspection – An auto-scheduled inspection, the inspector will go to the site once the permit has been issued to confirm the field conditions match what is shown on the permit.
- Opening inspection – Inspection should occur while excavation work is underway. Inspector confirms work is being done in accordance with approved plans and verifies street base material.
- Base Repair Inspection – Inspector confirms base repair is completed in accordance with the City of Pittsburgh Right of Way Manual.
- Final Inspection – Inspector confirms final restoration has been completed in accordance with the City of Pittsburgh Right of Way Manual and all staging and temporary traffic control signs have been removed.

At one of these inspections, the inspector will also typically walk the site with the applicant to mark out the required limits for restoration.

## Restoration

### Base Repair

- Base repair may be completed during the approved dates for the utility opening permit or with the final restoration under the final restoration permit.
- If base repair is proposed at a separate time (i.e. “no parking signs” are needed specifically for base and/or sidewalk repair), the applicant may apply for a base repair permit in OneStop.
- The applicant will be asked to select the street segments where base and/or sidewalk repair is to occur. The street segments selected for the repair must all be associated with the same project but may be associated with multiple different permits.

- All street segments must have a passed opening inspection before they can be selected for a base repair permit.
- When applying for a base repair permit, the applicant should provide the work dates and work hours and upload a new PATA or MPT if the proposed traffic control is different from what was approved for the excavation.

#### Final Restoration

- When an applicant is ready to complete final restoration, the applicant should apply for a Final Restoration Permit in OneStop.
- The applicant may choose to apply for a permit to restore all of the streets within the project at once or may apply for multiple final restoration permits if the work is proposed (or required) to be phased.
- The applicant will be asked to select the street segments where final restoration is to occur. The street segments selected for the final restoration permit must all be associated with the same project but may be associated with multiple different permits.
  - All street segments must have a passed opening inspection before they can be selected for a final restoration permit.
- When applying for a final restoration permit, the applicant should provide the work dates and work hours and upload a new PATA or MPT if the proposed traffic control is different from what was approved for the excavation.

#### Project Completion

- When a project is entirely complete, the applicant should reach out to the inspector to let them know.
- The applicant should provide via email to the inspector, the final technical drawings/as-builts which will be uploaded to the project.

## Amendments (Including Extensions)

#### Date Changes

- If work on a street segment extends beyond the permitted time for that street segment (i.e. outside of the dates approved on the permit and shown on the “no parking sign”). The applicant must request an amendment on the utility opening permit. The amendment request should include all relevant street segments and the new dates needed for each.
- An extension on a utility opening permit may also be requested if work is unexpectedly exceeding the initial 3-month permit timeframe. If work has not begun on a segment(s), a new permit may be required.
- All date change amendments should be requested on OneStop on the associated utility opening permit.

#### Amendments

- An amendment to the utility project may be requested if changes to the technical drawings and/or approved maintenance and protection of traffic plan is needed.
- All amendments should be requested on OneStop on the associated utility project permit.

## Fees

### Utility Project Fees (DRAFT):

All utility projects have an application fee of \$435, invoiced when the application is submitted. The issuance fee is then based on the number of street segments included in the project, as shown in the following table:

Fee Description	Issuance Fee
Utility Project: Less than 5 segments (residential)	
Utility Project: Less than 5 segments (commercial)	\$165
Utility Project: 5-10 segments (residential)	\$85
Utility Project: 5-10 segments (commercial)	\$290
Utility Project: 11-20 segments	\$365
Utility Project: 21-30 segments	\$425
Utility Project: 31-40 segments	\$485
Utility Project: 41-50 segments	\$545
Utility Project: 51-60 segments	\$605
Utility Project: 61-70 segments	\$665
Utility Project: 71-80 segments	\$725
Utility Project: 81-90 segments	\$785
Utility Project: 91-100 segments	\$845
Utility Project: over 100 segments	\$905

### Amendment Fees:

Amendments to utility projects have an initial fee of \$75 plus \$30 per segment being amended.

### Permit Fees:

Type of Permit	Application Fee	Issuance Fee
Utility Opening Permit	\$160	\$160 + \$115 per additional segment + \$20 per additional scope per segment
Base Repair Permit	\$45	\$11 per additional segment
Final Restoration Permit	\$45	\$50 + \$22 per additional segment

The following conditional fees may also apply:

- 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 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.

Extension Fees:

Type of Permit	Application Fee	Issuance Fee
Extension UOP	\$45	\$11 per additional segment
Extension Base Repair	\$27	\$11 per additional segment
Extension Final Repair	\$38	\$11 per additional segment