

Policy: 6850-11- Procedures for Processing Utility Permits

Across District Boundaries

Section: Permit Procedures

Office/Department: 6Utilities

Reports To: 6Div Director Operations

Contact: 404-631-1000

Details

When a construction project is to be supervised by a District other than the one in which it is geographically located the following procedures shall apply for processing utility permits.

A. Permits for utility work shown in the highway plans:

1. As soon as permits are executed, all copied permits will be forwarded to the District Engineer who will be responsible for construction supervision. Thereafter, the supervising District will complete distribution of the permits and will make an extra copy for retention in their files during the period of construction.
2. The original copy will be forwarded to the State Utilities Office for their records.

B. Permits for new utilities requested after a construction work order has been issued:

1. The "home" District will forward all permit applications to the supervising District Utilities Engineer.
2. The supervising District Utilities Engineer will be responsible for review and approval of the permit and for coordination of the work with highway construction.
3. Upon approval of a permit, the supervising District will forward a copy with all attachments to the home District and make other distribution in accord with usual procedures.
4. This procedure will apply until the construction project has been completed and accepted from the contractor.

Inspection and supervision of all utility work on construction projects will be the responsibility of the District supervising the highway construction.

References:

None.

History:

annual review: 11-01-19;
added to TOPPS: 05/23/96;
added to MOG: 11/12/80
Reviewed: 11/1/2019

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