



Department of Public Works
Division of Right of Way Management

Changes to Work In Street Permits for:

- Electronic Plan Submittals
- Permit End Date
- Inspection Fees
- Surety Fee

BACKGROUND

The City of Richmond launched EnerGov Permitting & Land Management Software on Monday, May 9, 2016. This software system will streamline the City's regulatory processes in land use planning, permitting (e.g. Work In Street Permits (WISP), enforcement case management, inspections, citizen requests, and permit management.

Effective JUNE 20, 2016, The Department of Public Works (DPW) will be implementing the following changes to Work in Street Permits (WISPs) issued by the Department as follows:

ELECTRONIC PLAN SUBMISSION

DPW will ONLY accept electronic plans and drawings. Electronic plans must be submitted in .pdf form at the time of permit application. Applicants may provide electronic drawings via CD/DVD or thumb drive. Electronic drawings may also be submitted to RightofWay@Richmondgov.com. Applicants MUST include either the Plan/Permit number issued at time of application and/or address of proposed work within the Subject line of the email. Permit applications without electronic plans will not be processed until plans have been received.

The following changes to DPW Work In Street Permits will be effective JULY 1, 2016.

EXCAVATION END DATE

City Code § 24-487(a) requires when a Work in Street Permit is issued, the time-period in which the permittee must complete the work shall be included on the permit End Date. Permittees shall be notified of impending End Dates. Unless the End Date is extended by the Director of Public Works or designee in accordance with City Code § 24-488(b)(5), the permittee shall not perform any work in the Right-of-Way after this End Date. If the permittee desires to perform work or to continue to perform work within City Right-of-Way after the End Date, the permittee must obtain a new permit with a new End Date being issued. The new permit shall be subject to the same fees, including the minimum inspection fee as applicable in Appendix A of the City Code.

City Code § 24-488(b)(3), unless extended by the Director or designee for good cause shown, indicates a permit that requires excavation becomes void if the approved excavation within City right-of-way has not commenced within 60 days from the date such permit was issued. If a permit becomes void, no excavation work may be performed until a new permit is issued. The new permit shall be subject to the same fees, including the minimum inspection fee as applicable in Appendix A of the City Code.

SURETIES REQUIRED

Surety shall be required based upon application review of the following WISP Classes:

- Class II and IV – All barricades (less than or greater than 60 days)
- Class III – Sewer connections (sanitary/storm)
- Class IV – Annual permits
- Class V – Sheeting & Shoring (related to restoration, developer street, sewer, water and alley construction and extension)

During the review phase, based upon the required WISP class permits being applied for, a Surety may be required as a condition of permit approval and issuance.

The amount of Surety required shall be based on the amount of disturbance to the public right-of-way and restoration of public right-of-way.

- For all work to be performed within the City right-of-way (pavement disturbance):
 - 0-10 square yards of pavement disturbance/restoration: \$ 1500
 - Additional charge over 10 sq. yards:
 - Area in excess of 10 sq. yds. = _____ sq. yds. X \$ 20 / sq. yds. = \$ _____ + \$1500 = Total Surety
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- For all work to be performed within the City right-of-way (Greenspace disturbance)
 - 0-25 square feet of greenspace disturbance/restoration: \$ 500
 - Additional charge over 25 sq. ft.: Area in excess of 25 sq. ft. = _____ sq. ft. X \$ 12 / sq. ft. = \$ _____ + \$500 = Total Surety

Surety Fees for all dumpsters, cranes, and pods shall be \$500 per WISP.

Frequent WISP applicants may post acceptable form of Surety Bond (i.e. Letter of Credit, Performance Bond) that is acceptable to the City.

INSPECTION FEE

DPW shall charge all applicants/permittees the minimum inspection fee set forth in Appendix A of the City Code for each opening in the public right-of-way allowed by the work-in-Streets Permit (the “Minimum Inspection Fee”). The Minimum Inspection Fee is currently \$50 and entitles the applicant/permittee the following:

1. Preconstruction consultation with the applicant
2. Inspection during excavation (as required by City Code)
3. Inspection of forms/subgrades or other incidental items
4. Final inspection of work for restoration of right-of-way (as required by City Code)

ADDITIONAL INSPECTION FEES

Inspections beyond those covered by the Minimum Inspection Fee will be an additional \$37.00 fee shall be charged per occurrence (up to \$300) for each additional inspection needed and for the re-inspection of work that has failed a previous inspection (the “Additional Inspection Fee”).

Additional inspection fees shall be invoiced accordingly to the applicant. Non-payment of any invoice for additional inspection fees may prevent the issuance of future WISPs.

PRE-CONSTRUCTION MEETINGS

WISPs will only be issued after the applicant has made contact with the designated R/W Inspector for a Pre-Construction Meeting. WISPs will only be issued after this mandatory Pre-Construction meeting has been scheduled and conducted with the R/W Inspector.

If you have any questions, please contact Brian Copple (Brian.Copple@Richmondgov.com) or 646-3639.