

## CONSTRUCTION PERMIT APPLICATION For Utility Companies

Utility companies have a few extra steps that need to be taken in order to obtain a Right of Way Construction Permit in Kettering. Since you are applying on behalf of a utility company, you will need to submit a Construction Permit Application (CPA).

### NOTES regarding the CPA:

**Item 1:** Enter the company name and the person's name and cell phone number of whom we can reach during construction.

**Item 2:** If you are submitting this application as the Utility Company, then Item 2 on the application should be filled out as such:

> Mark YES for "applicant has a valid Certificate of Registration?"

If you are submitting this application as a contractor or consultant on behalf of a Utility Company, then Item 2 on the application should be filled out as such:

> Mark NO for "applicant has a valid Certificate of Registration?"

> Mark YES for "Applicant is applying for a Construction Permit on behalf of another party that has a valid Certificate of Registration" and list the Utility Company's name.

**Item 4, Drawings:** A plan shall be included with the CPA. Items to be included on the plan are:

- Contractor name & phone number
- Name of utility company working for
- North arrow
- Right of way lines
- Roadway, showing edge of pavement location (E/P) or curb location
- Sidewalk location, if it exists
- Driveway locations, if any
- Description of work and location
- Areas being disturbed
  - Street
  - Curb
  - Sidewalk
  - Drive approaches
  - Tree lawn
- Legend, if needed, for items such as:
  - Trenching
  - Directional bore
  - Overhead
- As a separate plan → Traffic Control Plan for lane closures

**Questions 6-11:** need to be answered (just check the Yes or No boxes). If you select Yes for a question, answer the remainder of the question. If questions 6-9 are answered No, then you need to answer question 10.

**Signature:** Please note that the signature needs to be notarized. We have many Notary Publics in our office, if you do not have access to one. If you need it notarized by our staff, do not sign the application until you come into our office with the application to be notarized.

Feel free to contact the Engineering Department at 937-296-2436 or [diane.wuensch@ketteringoh.org](mailto:diane.wuensch@ketteringoh.org).