



Department of Public Works
320 East Mosby Road
Harrisonburg, VA 22801
540-434-5928

PUBLIC ACCESS PERMIT GUIDELINES

A Public Access Permit (PAP) shall be required for construction, demolition, replacement, installation, excavation, or maintenance within the public street or alley right-of-way (ROW) related to the following:

- Private and Commercial Entrances
- Underground Conduits
- Aboveground Structures (poles, towers, etc.)
- Overhead Utility Lines
- Excavations (test bores, emergency openings)
- Turn Lane Construction
- Curb and gutter
- Sidewalks
- Landscaping
- Tree Trimming
- Storm Sewer System
- Dumpsters (Temporarily located in ROW)
- On-Street Parking Closures
- Sidewalk and Road Closure
- Wireless Small Cell Facilities

Application Instructions

1. Applicants who plan to work within the public ROW must submit a completed Public Access Permit Application with all required information and documents, including traffic control, maintenance of traffic plans, engineering plans or plats depicting in detail the work proposed under the requested permit, and any other information and documents required by the Special Conditions, Regulations, and Instructions document.
2. Applications may be submitted in person via fax, email, or other mail carriers. A nonrefundable application fee is required at the time of submission. Before a permit is issued, the applicant must pay the remaining balance and any applicable fees. See the Public Access Permit Fee and Surety Schedule for permit cost information

Work Hours

Unless otherwise permitted, work hours within the ROW shall be Monday – Friday 8 a.m. to 4 p.m. Night work is only permitted on weekdays from 9 p.m. to 7 a.m. Weekend work hours will be determined on a case-by-case basis. Permittee may request with the PAP submission to work hours outside of these times, however, the Department of Public Works will evaluate and approve each request on a case-by-case basis.

Emergency Permits

Emergency permits will be granted for conditions that need immediate attention (within 24-48 hours). Emergencies include situations that may result in death or injury to persons or property due to the interruption of essential services resulting from the destruction, disruption, or damage to utility lines, or



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conditions that will not allow for the safe functioning of the street, pedestrian facilities, or parking systems.

The permittee will apply for a permit providing a Miss Utility ticket number on the application form and will submit it on the first regular business day after the emergency event occurred. The permit will be retroactive to the date when the work began. Any person commencing an emergency excavation and/or emergency activity of any kind without a permit as allowed herein thereby implies acceptance of all requirements and conditions as set forth in the City Code, Design and Construction Standards Manual, and the Public Access Permit Application Special Conditions, Regulations and Instructions document.

Safety Devices in Work Zones

All work zones at all times must be sufficiently protected by safety devices. Safety devices for all work authorized by a permit must conform with all codes, rules, and regulations. Safety devices will be maintained by the permittee to protect vehicular and pedestrian traffic and the public. Existing street lighting must be maintained, or temporary street lighting must be provided, as approved by the City.

Permit Expiration

Upon permit expiration, the permittee must immediately cease all work and remove any equipment authorized by the permit unless reapplication is made 72 hours prior to the expiration date and a new permit is issued.