



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

PUBLIC ACCESS PERMIT APPLICATION

Section 1 - Applicant Information

Applicant Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Contact Name (if different): _____

Email Address: _____ Phone Number: _____

Section 2 - Project Information

Location Address (closest available or between 2 streets):

Type of work requested:

- Residential Entrance Commercial Entrance On-Street Parking Closure
- Street/Sidewalk Closure Temporary Dumpster/Moving Pod
- Above Ground Structure Underground Utility Parallel Overhead/Underground Crossing
- Excavation (Test bores) Turn Lane Construction Curb & Gutter Installation
- Sidewalk Construction Storm/Sewer Construction Landscaping/Tree Trimming

Briefly describe and/or attach an illustration of your proposed work (add new or modify existing entrance, addition of buildings, parking areas, etc.)

Planned start date _____ Planned completion date _____

Will the planned work disturb more than 10,000 SF of land? Yes No

Will the planned work require utility extensions/relocations? Yes No

Do you plan to subdivide or make any property line adjustments? Yes No

Work completed by: Applicant - **Skip to Section 4** Contractor - **Continue to Section 3**



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Section 3 - Contractor Information

Contractor Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

City Business License Number: _____

VA DPOR Number: _____

Contact Name (if different): _____

Email Address: _____ Phone Number: _____

Section 4 - Site Plan

If work requires an Approved Engineered Site Plan, complete below.

Development Name: _____

City Tax Map Number: _____

City Approval Date: _____

Section 5 - Property Impacts

If work effects properties or businesses other than your own, please notify impacted owners of intended work. List below business or owner name & person contacted.

Business/Contact Name: _____

Business/Contact Name: _____

Signature of Applicant: _____ Date: _____

Signature of Contractor (if applicable): _____ Date: _____

All applications require a \$100.00 application fee, payable by cash or check at time of submittal. Additional fees may apply depending on scope of work. Credit card payments may be made online at permits.harrisonburgva.gov.

Applications will be reviewed & applicant will be advised of status within 30 days.

Work may not begin until payment has been received and an approved permit is issued.

Approved permits are effective for a period of 6 months. If work is not completed in this time, applicant may need to apply for an extension.