

# Public Utility Permit Process

- Submit a completed copy of enclosed permit application and a set of plans to [dceopermits@co.delaware.oh.us](mailto:dceopermits@co.delaware.oh.us)
- Submissions must be received at least 4 weeks, **but no more than 8 weeks**, prior to work date.
- Plans must include the following information:
  - Existing pavement lines with a width dimension line
  - Existing right-of-way lines with a width dimension line
  - Proposed work with dimensions from edge of pavement
  - Length and size of wire, pipe, structures, etc. to be installed or repaired
  - Work location dimensioned from readily identifiable objects (e.g. driveways with address, numbered utility poles, intersections, etc.) If installation is more than 200 feet in length, show dimensions to both ends from readily identifiable objects.
  - Buried lines. Indicate method to be used for burial (e.g. trenching or bore)
- Permits are valid for **one year** from the date of approval by Commissioners.
- The applicant must contact the County Engineer at least two working days before actual commencement of work.
- A copy of the approved permit must be present at the job site. This is to be shown to the County Engineer or his representative upon request.
- The applicant and/or his contractor are responsible for all maintenance of traffic and traffic control devices necessary to safely progress the work under the terms of the permit. All work zones shall be set up in accordance with the current edition of the Ohio Uniform Manual of Traffic Control Devices.
- On all projects, an inspector, employed by the applicant, shall be on the project 100% of the time to assure that quality construction practices are followed and that the intent of this permit is satisfied.
- The right-of-way must be restored to a condition as good as or better than existed prior to the work. This includes, but is not limited to, restoration of drainage facilities, seeding, trench compaction and damage to roadway appurtenances and pavement.
- No work will be permitted within 5 feet of edge of pavement.
- The minimum depth at top of the installation of all road crossings (main or service) must be 48 inches.
- All bore diameters 2 inches or larger must be auger bored or directional bored. If directional bore is used, a cutting head attachment and drilling solution must be used.
- The maximum diameter for any bore is 1 inch greater than the pipe size.
- A separation of 1 foot between the utility and storm sewer is required, with the storm sewer being above the utility.

- The minimum cover in the right-of-way must be 32 inches.
- Additional conditions or requirements may be applied, as necessary.