



CITY OF DETROIT  
DEPARTMENT OF PUBLIC WORKS  
CITY ENGINEERING DIVISION

2 WOODWARD AVENUE, STE 642  
COLEMAN A. YOUNG MUNICIPAL CENTER  
DETROIT, MICHIGAN 48226-2873  
PHONE 313 • 224 • 3935  
FAX 313 • 224 • 1778  
WWW.DETROITMI.GOV

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**City of Detroit  
Department of Public Works  
City Engineering Division**

**Permit Center  
Coleman A. Young Municipal Center  
2 Woodward Avenue, Suite 642  
Detroit, MI 48226**

**(313) 224-3935 or (313) 224-6538 Office  
(313) 224-1778 Fax**

**HOW TO OBTAIN A PERMIT  
FROM CITY ENGINEERING**

**MIKE DUGGAN, MAYOR**



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## PROCEDURE TO OBTAIN PERMITS FOR CONSTRUCTION ACTIVITIES IN THE CITY'S RIGHT-OF-WAY (R.O.W.)

March 28, 2018

### Public Right-Of-Way (R.O.W.) "Open Cut" Permit Procedure

In accordance with Detroit Code Section 50, Article 3 it is necessary to obtain a permit from the City Engineering Division, DPW prior to any construction activities within a street, alley, sidewalk or berm/green area.

Permits can be obtained over-the-counter at the Coleman A. Young Municipal Center, 2 Woodward Avenue, Suite 642, Detroit, Michigan 48226, subject to the stamped approvals of other City agencies. (NOTE: Sometimes more than one employee is authorized to review and/or approve permit applications within a City agency. You can call or ask at the respective locations listed.) Generally, listed below are the City Engineering Division, DPW contacts for the review of public right-of-way "open cut" permit applications.

Please submit (5) approved copies of right-of-way drawings, and one (1) electronic set to City Engineering Division, DPW, which will include locations and dimensions of the proposed, "Open Cut" size thereof and proposed structures to be placed therein. A scope of work letter should be submitted stating the purpose of the proposed "open cut" or other excavations to be made, the type of pavement or surface to be disturbed, and the proposed, "start" and "finish" dates.

Permit issuance is subject to advance payment with the exception of Telecommunication Providers (under 2002 Public Act 48). The current cost is \$400.00 per day Monday through Friday (subject to change Saturday = 1.5 times daily rate; Sunday = 2 times daily rate).

1. Public Lighting Department  
**Andrew Crawford**  
1340 3<sup>rd</sup> Street  
Detroit, MI 48226  
(313) 267-7220



2. Traffic Engineering Division, DPW  
For work within the Central Business District or  
Oversized Loads  
**Ahmad M. Fawaz**  
2633 Michigan Avenue  
Detroit, MI 48216  
(313) 224-1267
3. Traffic Engineering Division, DPW  
**Duc Duong**  
2633 Michigan Avenue  
Detroit, MI 48216  
(313) 628-5632
4. Traffic Engineering Division, DPW  
For work within the Central Business District  
**Michael Stuckey**  
2633 Michigan Avenue  
Detroit, MI 48216  
(313) 628-5760
5. Traffic Engineering Division, DPW  
Oversized Loads  
**Barry T Wilson**  
2633 Michigan Avenue  
Detroit, MI 48216  
(313) 224-1039
6. Detroit Water and Sewerage Department  
**Mohammad Siddique**  
735 Randolph, Room 104  
Detroit, MI 48226  
(313) 964-9245
7. Detroit Water and Sewerage Department  
**Gilbert Lee**  
735 Randolph, Room 104  
Detroit, MI 48226  
(313) 964-9226



8. City Engineering Division, DPW  
Permit/Inspection Bureau  
**Michael Twyman**  
Coleman A. Young Municipal Center  
2 Woodward Avenue, Suite 642  
Detroit, MI 48226  
(313) 224-3935
  
9. Media Services  
For work outside the Central Business District  
Fiber Optic Contractors Only  
If you are a contractor providing Fiber Optic Service you  
must also get an approval from:  
**Marie Williams**  
2 Woodward Avenue, Suite 333  
Detroit, MI 48226  
(313) 224-2103
  
10. City of Detroit  
Buildings, Safety Engineering and Environmental Dept.  
All soil boring and monitoring wells – must submit plans to:  
2 Woodward Avenue, Room 401  
Detroit, MI 48226  
Contact: **Paul T. Max**, General Manager (313) 471-5115

**Specifications:** The City Engineering Division – DPW provides the “Standard Specifications for Paving and Related Construction” and the “Street and Alley Standard Plans” on the City’s web site at [www.detroitmi.gov](http://www.detroitmi.gov). Construction work must comply with specifications in this manual.

**Right-of-way Flat Work:** All concrete streets, alleys, sidewalks and drive approaches constructed by a contractor shall have the contractor’s name and the year in which the pavement was laid, carefully and clearly impressed in the concrete surface of each end slab, as directed by the Engineer. The stamp or plate used for marking shall have an approximate outside dimension of 4” x 6”. The stamp will be considered incidental to the cost of construction. NO concrete may be placed in the City of Detroit right-of-way without the stamp being shown to the Inspector on site.



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**Encroachments:** The placement of obstruction by the owner of private property on, above or below public rights-of-way (including public alleys) may require the resolution/approval of City Council and separate “encroachment” permits. Questions regarding “encroachments” should be directed to the City Engineering Division – DPW, Survey Bureau at (313) 224-3970.

**Central Business District:** All Contractors working in the Central Business District (the area surrounded by the Detroit River to the South, Lodge Freeway to the West, Fischer Freeway I-75 to the North and Chrysler Freeway I-375, to the East (E) must first submit a set of plans to Traffic Engineering (2633 Michigan Avenue, Prasad Nannapaneni) who will take the plans and present them to the Technical Review Committee (TRC). This committee will review the Right-of-Way permit request, traffic congestion, consider emergency vehicle access, downtown events, parking, etc. The Technical Review Committee (TRC) meet weekly on Tuesday. Contractors should allow time in the permit process for permit applications/plans to be approved by the TRC. A permit for work within the Central Business District WILL NOT be issued until TRC approve the plans.

**People Mover:** All contractors working within fifty feet (50’) of the Detroit People Mover MUST obtain a permit/sign-off from the Detroit People Mover, 535 Griswold, Suite 400, Detroit, Michigan 48226, (313) 224-2160.

RD:MT/kp

**MIKE DUGGAN, MAYOR**

DPW-City Engineering Division  
2 Woodward Ave., Suite 642  
Coleman A. Young Municipal Center  
Detroit, Michigan 48226

# CITY OF DETROIT

## PERMIT APPLICATION

APPLICATION NUMBER
PERMIT NUMBER

### APPROVALS

#### CITY ENGINEER

BY	BY (PERMIT BUREAU)
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DATE	DATE
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APPLICATION IS HEREBY MADE BY:	JOB NUMBER
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TO PERFORM WORK IN	STREET
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BETWEEN	STREET
---------	--------

AND	STREET
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FOR PURPOSE OF	STREET
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STARTING WORK DATE	FINISHING DATE	STREET UNDER CONSTRUCTION <input type="checkbox"/> YES <input type="checkbox"/> NO
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KIND OF SURFACE OR PAVEMENT	OPENINGS	
	NUMBER	SIZE
MUD		
B.C.		
ASPHALT		
CONCRETE		

#### DESCRIPTION OF WORK TO BE DONE AND REMARKS

PLAN IN DUPLICATE ATTACHED <input type="checkbox"/> YES <input type="checkbox"/> NO	APPLICANT
--	-----------

PER
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DATE	PHONE
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Mail or deliver this bond to the Consumer Affairs Department, Business License Center,  
402 Coleman A. Young Municipal Center, Detroit, Michigan 48226.  
Office Hours: 8:30 A.M. to 4:30 P.M.

**UNIFORM SURETY BOND**

\_\_\_\_\_  
(SURETY BOND NUMBER)

**NOTE: Unless Instructions on the attached sheet are followed, this bond will be invalid.**

KNOWN ALL MEN BY THESE PRESENTS, THAT (1)

\_\_\_\_\_ as principal,

Business Address (2) \_\_\_\_\_

and (3) \_\_\_\_\_ as surety  
are held and firmly bound unto the City of Detroit, County of Wayne, State of Michigan, in the penal sum of

(4) \_\_\_\_\_ Dollars,  
lawful money of the United States of America, to be paid to the City of Detroit, or to its certain Attorney, to  
which payment well and truly to be made, we and each of us do bind ourselves, our heirs, executors, and  
administrators, jointly and severally, and every one of them firmly by these presents.

In consideration of this surety, the principal may perform the lawful services by permit or license that  
are inherent in the occupation of (5) \_\_\_\_\_  
provided that the principal meets all of the requirements as stated in said resolution or code of the City of Detroit  
Ordinances, or Building Codes (6) \_\_\_\_\_

as well as any other conditions that may be required under any present or future ordinances or codes that  
may be enacted by the City of Detroit.

NOW, THEREFORE, The condition of this obligation is such that the said principal shall save  
harmless and indemnify the City of Detroit from all claims, damages, expenses, suits and proceedings of every  
kind and nature which may arise by reason of the issuance of said permit and/or license, and shall observe  
the faithful performance of the terms of said ordinance, code, or permit, then this obligation to be null and  
void, otherwise to remain in full force and effect. Coverage hereunder shall be for the term starting as of  
(7) \_\_\_\_\_ 20 \_\_\_\_\_, and expiring on (8) \_\_\_\_\_ 20 \_\_\_\_\_.  
(SEE INSTRUCTIONS)

Signed, sealed and dated this (8a) \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_.

Sealed and delivered in presence of:

**WITNESS TO PRINCIPAL**

(12) \_\_\_\_\_ (9) \_\_\_\_\_  
(Signature of Witness) (Signature of Principal) (Seal, if a Corporation)

(13) \_\_\_\_\_ (10) \_\_\_\_\_  
(Print or type name of witness) (Print or type name of Principal)

(14) \_\_\_\_\_ (11) \_\_\_\_\_  
(Address of witness) (Print or type title of Principal)

**WITNESS TO SURETY**

(18) \_\_\_\_\_ (15) \_\_\_\_\_  
(Signature of witness) (Name of Surety Company)

(19) \_\_\_\_\_ (16) \_\_\_\_\_  
(Print or type name of witness) (Signature of Attorney-in-Fact)

(20) \_\_\_\_\_ (17) \_\_\_\_\_  
(Address of witness) (Print or type name of Attorney-in-fact)

**APPROVED AS TO FORM AND EXECUTION**

Date \_\_\_\_\_ Reg. No. \_\_\_\_\_

**IMPORTANT: Examples of occupations used in completing spaces 4, 5, and 6.**

OCCUPATION	MUNICIPAL CODE - CITY OF DETROIT OR BUILDING CODE CITATION	BOND AMOUNT	EXPIRATION DATE
Amusements	Chapter 5 of Municipal Code	\$1,000	July 1
Auctioneer	Chapter 7 of Municipal Code	\$1,000	May 1
Builder of Artificial Stone Sidewalks (Right-of-way, plumbing, soil borings, etc.)	Chapter 50 of Municipal Code	\$2,500 (see footnote 1)	Dec. 31
Dealer in Used Auto Parts Only	Chapter 49 of Municipal Code	\$1,000	Jan. 1
Dealer in Used Auto Parts, and Wrecking	Chapter 49 of Municipal Code	\$3,000	Jan. 1
Dry Cleaning and Laundering Plants	Chapter 28 of Municipal Code	\$1,000 (see footnote 4)	July 1
Erector of Awnings and Hoods	Building Code, Pars. 12-11-40	\$5,000	Dec. 31
Erector of Signs and Poster Boards	Building Code, 19061	\$5,000	Dec. 31
Erector or Owner of Canopies	Building Code 12-11-40	\$5,000	Renewable Annually
Handler of Explosives	Chapter 19 of Municipal Code	\$5,000	Dec. 31
Hauler of Extraordinary Loads	Chapter 55 of Municipal Code	Class A - \$1,500 Class B - \$2,500	Dec. 31
Itinerant Vendor	Chapter 41-3-1	\$1,000	120 Days
Junk Dealer	Chapter 49 of Municipal Code	\$2,000	April 1
Mover of Houses or Other Residential Structures	Chapter 9 of Municipal Code	\$20,000 (see footnote 2)	Dec. 31
Operator of Snow Removal Equipment	Chapter 50 of Municipal Code	\$5,000 (see footnote 5)	Sept. 30
Pawnbroker	Michigan Statutes Annotated 49-5-1	\$3,000	Nov. 1
Second Hand Jewelry	Chapter 49 of Municipal Code	\$200	Nov. 1
Soliciting Fire Repair Contracts	Chapter 19 of Municipal Code	\$1,500	April 1
Wrecking Contractor	Building Code Sec. 12-11-20.7	\$50,000 (see footnote 3)	Dec. 31

*(Use blank space for occupations not listed above)*

**FOOTNOTES TO ABOVE CHART.**

1. This ordinance requires that the principal keep and maintain all sidewalks which the principal constructs during the term of this bond in good repair and fit for public travel for a period of five years from the date of completion; and also to faithfully observe the specifications of the Department of Public Works of the City of Detroit for the laying and construction of sidewalks.
2. A liability policy in the names of the principal and the City of Detroit is also required. Limits are: Public Liability \$10/20,000 and Property Damage \$2,000.
3. A liability policy in the names of the principal and the City of Detroit is also required. Limits are: Class A C Public Liability \$250/500,000 and Property Damage \$250/500,000. Class B C Public Liability \$100/300,000 and Property Damage \$100/300,000. A Workmen=s Compensation Certificate is also required.
4. Evidence of a bailee insurance policy is in effect for the period of the license.
5. A liability policy in the names of the principal and the City of Detroit is also required. Limits are: Public Liability \$100/300,000 and Property Damage \$50,000.

*(Continued on reverse side)*



**DO NOT RETURN THIS INSTRUCTION SHEET WITH THE ATTACHED BOND.**

**BOND MUST BE COMPLETED ACCORDING TO THE FOLLOWING INSTRUCTIONS.**

Space 1 B Insert the name or names under which your firm does business and specify whether it is a corporation, partnership, or sole proprietorship.

*If a corporation*, mention the state in which it is incorporated. If it is a foreign corporation attach to the bond a certificate from the Michigan Corporation and Securities Commission authorizing it to do business in the State of Michigan.

*If a partnership*, one or all of the partners may execute the bond and attach a certificate of co-partnership from the County Clerk=s office.

*If a sole proprietorship*, which is doing business under an assumed name, attach to the bond an assumed name certificate from the County Clerk=s office.

Space 2 B Insert business address.

Space 3 B Insert the name of the surety company, and the state where it is incorporated.

Space 4 B Spell out the amount of the bond as shown in the chart on the reverse side.

Space 5 B Fill in the occupation as listed on the chart on the reverse side.

Space 6 B Fill in applicable ordinance or building code citation as shown in the chart on the reverse side.

Space 7 B The surety company inserts the stating date.

Space 8 B The surety company inserts the expiration date.

Space 8a B The surety company inserts the date of execution.

Space 9 B Authorized officers of a *corporation*, or a partner of a *partnership*, or the owner of a *sole proprietorship*, sign in this space.

*If a corporation*, the corporate seal must be affixed and the title of the signatory shown. If the officer signing is other than President of the corporation, a certificate signed by the Secretary shall be attached to the bond certifying to the authority of the officer signing. Indicate therein whether such authority to execute the bond on behalf of the corporation stems from its by-laws or from a resolution of the board of directors. If the bond is executed by the Secretary, said certificate shall be executed by a higher ranking officer.

Space 10 B Name as used in Space 9 is typed or printed in this space.

Space 11 B Print or type title of principal shown in space 10.

Space 12 B Witness of signature in Space 9 signs here.

Space 13 B Name of witness in Space 11 is typed or printed here.

Space 14 B Home address of witness in Space 10 is entered here.

Space 15 B Insert the name of the surety company.

Space 16 B Signature of the Attorney-in-Fact for the surety company.

Space 17 B Print or type the name of the Attorney-in-Fact for the surety company.

Space 18 B Witness of signature in Space 16 signs here.

Space 19 B Name as used in Space 18 is printed or typed here.

Space 20 B Home address of witness in Space 19 is entered here.

*(Continued on reverse side.)*



***TRAFFIC RESTRICTIONS MINIMUM REQUIREMENTS  
FOR OBTAINING CONSTRUCTION PERMIT WITHIN CITY OF DETROIT RIGHT-OF-WAY***

The following is a list of Minimum Requirements a submittal application must contain in order to be accepted by the Traffic Engineering Division (TED) into the Permit Process. Please submit the following:

1. **Permit Request** – Submit a letter containing the following information
  - a) Applicant Name (Company and Representative), address, office and mobile phone numbers.
  - b) Client Name, address, Contact person and office and mobile phone numbers. Include Site location with complete address
  - c) Purpose and nature of the work. Example, Sidewalk replacement, window restoration, fiber optic installation, other utility work, water main installation, helicopter lift operation, soil boring, demolition/construction of a building, etc.
  - d) Justification for the time frame for completion of the project including **WORK SCHEDULE**, working days, working time, etc.
  - e) Width of the roadway, number of lanes, parking restriction (No Parking, No. of Parking Meters, etc), width of sidewalk, existing pedestrian crosswalk or any other detail pertaining to the ROW near the job site. Also include information regarding major businesses in the area.
  - f) **Full or partial occupancy of ROW needed during the work. For example, occupancy of one lane, two lanes, completes road closure, sidewalk closure, etc. The occupancy of the ROW must be justified.**
  - g) **Need to attach road/lane/sidewalk closure plans. Maintenance of vehicular and pedestrian traffic during the work.**
  - h) Impact to transit buses due to the construction.
  - i) Truck route and frequency of the delivery/removal, if material is planned to be delivered to or removed from the site.
  - j) Identify if the project location is within 50 feet of the Detroit People Mover or the Trolley tracks.
  - k) Signature: Letter must be signed by the permit applicant or their authorized agent.



2. **Site Plans** – Please include (2 sets) of the following drawings.
  - a) Site Location Map showing the work area and 4-5 blocks around the work site. Identify each street clearly on the map. You should submit two copies of 11” x 17” drawings so that it can be easily reviewed
  - b) Site Map identifying (hatching) the area of work with approximate dimensions in feet. Also provide width of the roadway, width of sidewalk, existing pedestrian crosswalk, etc. that will be impacted by the project.
  - c) **Traffic control plans including location and type of barricades, pedestrian detour and traffic detour including appropriate signage.** All detour routes **MUST** be checked and verified in the field by the applicant prior to the submittal. Any signal that needs to be modified should be identified. Also identify the locations where pavement markings have to be modified or temporarily installed.
  - d) Include a pictorial reference or letter/number designation for all signs that will be used in accordance with the Michigan Manual of Uniform Traffic Control Devices (MMUTCD), illustrate the distances for placement of these signs and barricades, taper lengths, etc. Also submit the calculation sheet for designing these **SITE SPECIFIC TRAFFIC CONTROL PLANS**.
  - e) Once the Site Specific Traffic Control Plan is generated, prepare and submit a summary sheet to showing a table listing the total number of each street name signs, location of placement of signage barricades, arrow boards, etc. with reference to the roadway curb and distances where each traffic control device will be placed.

3. **Meeting with TED & Approval Process**
  - a) **Central Business District (CBD) Area Projects:**  
Schedule an appointment with TED and bring the above mentioned documents personally and meet with the TED Traffic Engineers to go through the project. If you feel necessary that there will be a major impact to traffic, meet with TED prior to development of the traffic plan to discuss the most feasible option to minimize the impact to the vehicular and pedestrian traffic. Please contact **Ms. Lacydia Reese** at (313) 224-1610 e-mail, [reesel@detroitmi.gov](mailto:reesel@detroitmi.gov) or **Mr. Michael Stuckey** at (313) 628-5760 e-mail, [stuckeym@detroitmi.gov](mailto:stuckeym@detroitmi.gov) to schedule a meeting. Contact **Mr. Duc Duong** at (313) 628-5632, e-mail [duongd@detroitmi.gov](mailto:duongd@detroitmi.gov) for other issues,

Once the request is received TED staff reviews it. If the plan meets TED’s requirements, traffic restrictions are prepared and are presented to Technical Review Committee (TRC) and Project Management Team (PMT) for review and approval. Applicant could be asked to attend TRC meeting, scheduled on every Tuesday’s at 9:30 am in TED’s 2<sup>nd</sup> floor conference room. Once approved, necessary changes are made and the document is sent to the City Engineering Division (CED), where the permit is issued to perform the work.

- b) **Non-Central Business District (Non-CBD) Area Projects:**  
All Non-CBD requests are also handled by City Engineering Division (CED) - Please contact Mr. Michael Twyman/ Ms. Kathy Walker/Janice Rutledge at (313) 224-3935 to schedule a meeting.

4. **Permit Approval Time Frame:** It could take up to 3 weeks to completely process the application.

**Note:** Applicant ***shall*** fulfill other CED requirements like bond, agreement for acquiring the traffic control from the sign contractor, etc., prior to the issuance of the permit. It is the responsibility of the applicant to contact **Mr. Michael Twyman**, from CED at (313) 224-3935. Please note that the CED reserves right to modify the requirements, should it become necessary to ensure safety of vehicular and non-vehicular traffic and effective traffic flow.

## UNIFORM SURETY BOND PROCEDURE

You will need to obtain a \$2,500.00 Surety Bond from your insurance company or a bonding company, for all ROW (right-of-way) work (Heavy Haulers require a separate bond form).

### Insurance/Bonding Company

- **An insurance/bonding company must complete the surety bond form.**
  - (Line 5) must read "Builder of Artificial Stone Sidewalks".
  - Lines 9 – 11 need to be completed by CEO/Owner of company.
  - Lines 12 – 14 need to be completed by witness.
  - Lines 15 – 20 need to be complete by Surety Company.
  - The name listed on Line 17 must be listed on the Power of Attorney form.
- **Note: If these items are missing and the form is incomplete, the bond application will not be processed.**

### City of Detroit Law Department

- Hand deliver or mail completed bond form to the Law Department to be signed by an attorney and assigned a bond number.
- The Law Department is located at the Coleman A. Young Municipal Center (CAYMC), 2 Woodward Ave., Suite 500, (313)224-4550.

### City of Detroit Business License Center

- Hand deliver or mail completed bond form to the Business License Center to receive the Business License Bond Letter.
- The Business License Center located at CAYMC, 2 Woodward Ave., Suite 402, (313)224-0301

### City of Detroit City Engineering Division Permits Office

- Submit the Business License Bond Letter to the City Engineering Permit Office located at CAYMC, 2 Woodward Ave., Suite 642, (313)224-3935.

### Thank you,

Janice F. Rutledge  
Department of Public Works  
City Engineering Division  
Coleman A. Young Municipal Center  
Two Woodward Ave., Suite 642  
(313) 224-6538  
[RUTLEDGEJ@DETROITMI.GOV](mailto:RUTLEDGEJ@DETROITMI.GOV)



CITY OF DETROIT  
DEPARTMENT OF PUBLIC WORKS  
CITY ENGINEERING DIVISION

2 WOODWARD AVENUE, STE 601  
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DETROIT, MICHIGAN 48226-2873  
PHONE 313 • 224 • 3949  
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# NOTICE

**RE: Department of Public Works, User Fee Rates**

**City Council approved the following fees effective January 1, 2008**

<b>Cartographic Map</b>	<b>\$15.00 for printed copy, \$25 for electronic copy</b>
<b>Radius Map</b>	<b>\$55.00 per map</b>
<b>Address Lookup</b>	<b>\$5.00 per 4 addresses. \$2.00 for each additional</b>
<b>New Address Number</b>	<b>\$13.00 per address</b>
<b>Sidewalk Permit-Homeowner</b>	<b>\$0.50 per square foot</b>
<b>Snow Removal Permit</b>	<b>\$49.00 per vehicle</b>
<b>Dumpster Permit</b>	<b>\$25.00 per day</b>
<b>Survey Bench Book</b>	<b>\$25.00 per book</b>
<b>Paving Specifications and Standard Drawings</b>	<b>\$25.00 per set</b>
<b>JCC Resolution Permit</b>	<b>\$57.00</b>
<b>Right-of-Way Permit Contractor</b>	<b>\$400.00 per day</b>
<b>Right-of-Way Petitions</b>	<b>\$500.00 per 100 linear feet</b>
<b>Plan Review</b>	<b>\$500.00 per day</b>

If you have any questions or concerns, please feel free to contact the DPW City Engineering Division at 313-224-3935 or 224-3970.

Sincerely,

Richard Doherty, P.E. City Engineer  
City Engineering Division – DPW  
City of Detroit

Approved:

Ron Brundidge, Director  
Department of Public Works  
City of Detroit