



## City Right of Way - Work Permit Application

**Prior to the start of any work in a city right of way, this application must be completed and submitted, along with 3 sets of plans to:**

The City of Highland Heights  
Attn: Service Dept.  
5827 Highland Rd.  
Highland Hts., OH 44143

**Contractors are not permitted to begin work until a signed permit is received from the Service Dept., and all designated fees are paid.**

Application Date \_\_\_\_\_ Location of Work \_\_\_\_\_

Work Contracted By (Company Name) \_\_\_\_\_

Company Address \_\_\_\_\_

Contractor Name \_\_\_\_\_ Highland Hts. Registration Number \_\_\_\_\_

Phone Number \_\_\_\_\_ FAX Number \_\_\_\_\_

Job Supervisor (print name) \_\_\_\_\_ Cell Number \_\_\_\_\_

Emergency Contact Number \_\_\_\_\_

Description of Work \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Proposed Start Date \_\_\_\_\_ Completion Date \_\_\_\_\_

Time Frame and Schedule of Work \_\_\_\_\_

Time Frame and Completion of Restoration \_\_\_\_\_

Signature of Applicant \_\_\_\_\_ Print Name \_\_\_\_\_

Questions regarding submittals or fees should be referred to: City Engineer Brian Mader at 216-731-6255.

Permit Number \_\_\_\_\_ (for Service Dept. use)



# City Right of Way - Engineer's Worksheet

Job Name \_\_\_\_\_

Address \_\_\_\_\_

Contractor \_\_\_\_\_

Plan review:

\_\_\_\_\_ Approved as submitted

\_\_\_\_\_ Approved with additional comments

\_\_\_\_\_ Not approved - Need to resubmit

Inspection:

\_\_\_\_\_ Inspection by the City Engineer is required

\_\_\_\_\_ Inspection by the City Engineer not required

Fees to be Paid:

\$ \_\_\_\_\_ Inspection/Plan Review Deposit (506-8000-48105)

\$200.00 Permit Fee (101-6000-46111)

\$ \_\_\_\_\_ Restoration Bond (506-8000-48107)

\$ \_\_\_\_\_ Total Fees Due (a separate check is required for the restoration bond)

\_\_\_\_\_  
City Engineer/ Service Director

\_\_\_\_\_  
Date