

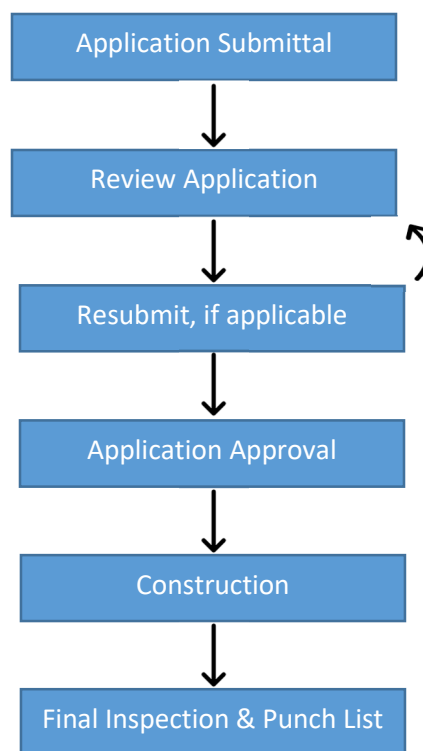
City of Portsmouth

Miscellaneous Work Permit Application



General Information & Instructions for

- Residential/Commercial Miscellaneous Work Permit



*City of Portsmouth | Engineering Department
728 2nd Street, Room 25 | Portsmouth, OH 45662
Phone: 740-354-7557 | Fax: 740-354-5383*

The following information and instructions are included in this packet:

1. General instructions for Residential/Commercial Miscellaneous Permit.
2. Inspection Guide for Residential/Commercial Miscellaneous Work Permit.
3. Residential/Commercial Miscellaneous Work Permit Application.
4. Proposed Site Plan sheet.



General Instructions Residential/Commercial Miscellaneous Work Permit

City of Portsmouth, Engineering Department
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Phone: 740-354-7557 Fax: 740-354-5383

Residential/Commercial Miscellaneous Work Permit

This permit is used for residential and commercial properties wanting to perform any of the following work within the public right-of-way and other work items associated with property maintenance on private property. **An approved Zoning Permit must be issued prior to submitting this Miscellaneous Work Permit Application.**

Work Items in the Public Right-of-Way include:

- Replace deteriorating existing driveway or sidewalk.
- Construct a new or relocate driveway or sidewalk within the public right-of-way.
- Repair downspout drains which discharge into roadway.
- New landscaping such as planting trees or shrubs.
- Replace deteriorating driveway culvert/bridge.
- New or replacement sanitary, storm, or combined sewer tap.
- Temporary storage of building materials.

Property Maintenance work items on Private Property include:

- Install new or replace property fences.
- Install new or replace gutters and downspouts.

Work cannot begin until an application has been submitted, approved, and the permit fees have been paid.

General Instructions

1. A permit application must be submitted to the Engineering Department with a proposed site plan. Site plan shall include the following information:
 - Approximate property lines.
 - Adjacent streets or alleys.
 - Location and description of proposed work.
 - Location of nearby structures (i.e. dwelling, retaining wall, stairs, etc.)
 - Dimensions of driveways and sidewalks.
2. The property owner/renter may do work themselves, any contractor hired **MUST** have current contractor registration with the Engineering Department.
3. Notify the Ohio Utility Protection Services (OUPS) at least 48 hours before any work begins.
 - OUPS 1-800-362-2764 or 8-1-1
4. **Upon completion of work, contact the Engineering Department for a final inspection and permit closeout.**

Driveway/Sidewalk Instructions

1. All driveways within the right-of-way **and** if a sidewalk is present shall be concrete. Driveways with no sidewalk may be constructed of concrete or asphalt.
2. Concrete shall be Class C Concrete, 4000 psi, air entrained mixture.
3. The minimum thickness of the sidewalk is 4". The minimum thickness of the concrete driveway is 6" (this includes the sidewalk going through the driveway). The minimum thickness of an asphalt driveway shall be 10".

4. Driveway and sidewalk surface concrete shall have a broom finish.
5. All surface concrete shall have cut or formed transverse joints spaced no greater than 5 feet. Transverse joints shall be ¼ the depth of the sidewalk and 1/8" wide.
6. Install ½" expansion joint filler between new concrete and any fixed structure or adjacent sidewalk.
7. Driveway and sidewalk shall be sloped with the low side adjacent to the roadway.
8. If driveway is relocated, completely remove and replace concrete curb at the driveway opening.
9. All closed sidewalks shall be appropriately barricaded to prevent pedestrian traffic damaging new concrete.

Sanitary or Storm Sewer Tap

1. Downspouts shall be tied into Storm or Combined Sewers ONLY.
2. If a sewer is present, downspouts shall be installed into a continuous drain at no flatter than a ¼" per foot slope.
3. The drain shall be a minimum 4" diameter, SDR 35 PVC pipe.
4. Drain pipe shall be bell and spigot pipe and installed with the bell end at the higher elevation.
5. If tapping directly into sewer conduit:
 - a. Cut square hole large enough to fit the drain pipe.
 - b. Remove debris from sewer.
 - c. Install a flexible saddle per manufacturer's instructions.
6. If tapping into manhole or catch basin:
 - a. Cut square hole large enough to fit drain pipe.
 - b. Remove debris from manhole or catch basin.
 - c. Insert drain pipe a minimum of 3" into the structure.
 - d. Use non-shrink masonry mortar around drain pipe on outside of the structure to make a water tight seal.
7. **Call the Engineering Department for inspection of tap prior to backfill.**
8. Minimum of 6" bedding and 6" cover of bank run sand.
9. Roadway buildup shall be as follows:
 - a. Asphalt pavement – Granular backfill, 8" 4000 psi medium set concrete, 2" Type 448 asphalt concrete surface course. Seal all edges of pavement with minimum three inches (3") of asphalt binder meeting the requirements of 702.01 of ODOT CMS.
 - b. Concrete pavement – Granular backfill, 8" or match bottom of existing concrete pavement, whichever provides greater thickness, 4000 psi medium set concrete.
 - c. Brick pavers – Granular backfill, 8" 4000 psi medium set concrete, 1" sand cushion or other approved material, reset removed brick pavers.

Miscellaneous Work Instructions

1. New driveway culverts shall be appropriately sized so as not to create a bottleneck along the stream or creek. The Engineering Department can supply a recommended size or the culvert/bridge opening shall be as large or larger than the upstream adjacent culvert/bridge.
2. New landscaping shall not create a sight distance issue for adjacent driveways or intersecting streets or alleys.
3. Visit the city's website for an approved list of trees and regulations governing planting or removing trees.
4. Downspouts shall drain onto splash guards or into a continuous drain that is installed under the sidewalk and through the curb. **It is a violation to discharge downspouts on top of public sidewalks.**
5. Fences are permitted to be placed on property lines. (It is up to the owner to determine their property lines). See Section 521.07 of the Codified Ordinances for prohibited fencing material.
6. Storage of building materials shall not be placed over the gutter so as to not impede the free passage of water. Initial duration of storage shall not exceed 4 months and may be renewed for not more than 1 month.



Inspection Guide for Miscellaneous Work Permits

City of Portsmouth, Engineering Department

728 2nd Street, Room 25, Portsmouth, OH 45662

Phone: 740-354-7557 Fax: 740-354-5383

This form is provided for informational purposes and as a general guide to the required inspections by the building department. Not every project will require the entire list of the following inspections. The Building Department will denote on the inspection card which inspections are required throughout construction.

All inspections must be scheduled through the building department at the phone number listed above. In house inspections will be scheduled for the next business day, if possible. If the inspection falls on a state or federal holiday, the inspection will be the next business day.

General Requirements (all projects)

- All permits, approved plans, and inspection card must be on site throughout entire construction.
- All inspections should be made by the building contractor or homeowner if they are performing the work.
- The work performed must comply with the approved plans or the inspection will be disapproved and work will need re-done.
- Construction hours are from 7:00 a.m. to 6:00 p.m.
- **Return the completed inspection card to the building department for permit closeout.**

Listed below are typical required inspections on a building permit: To schedule an inspection, call the building department on the previous business day you want the inspection. (i.e. If you want the inspection on Monday, call building department on Friday).

Other Miscellaneous Inspections

Type of Inspection

- Driveway/Sidewalk/Curb (location)
- Final Driveway/Sidewalk/Curb
- Retaining Wall (footing)
- Retaining wall (drainage)
- Final Retaining wall
- ADA Ramps
- Sewer Tap
- Fences (location)
- Final Fences

When to Call for Inspection

- Before concrete placement
- After seeding/cleanup
- Before concrete placement
- Before backfilling
- After seeding/cleanup
- Before concrete placement
- Before backfilling
- Before begin construction
- After construction

FEE SCHEDULE

Work Item	Fee Amount
Driveway/Sidewalk	\$25
Driveway Culvert	\$25
Gutters and Downspouts	\$25
Fence	\$25
Material Storage	\$25
Landscaping	\$25
Sewer Tap	\$100



Residential/Commercial Miscellaneous Work Permit

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PROPERTY OWNER

and

CONTRACTOR (if applicable)

Name: _____

Name: _____

Address: _____

Address: _____

City, State, Zip: _____

City, State, Zip: _____

Phone: _____

Phone: _____

Email: _____

Email: _____

APPLICANT INFORMATION Check box if same as above

Name: _____

Phone: _____

Address: _____

LOCATION OF CONSTRUCTION

_____ *Address* _____ *Parcel #*

Property Use: (check one)

Residential

Commercial

Industrial

Project Type: (check all that apply)

Please attach a completed site plan with this application

Driveway

Sidewalk/Curb

Sanitary or Storm Sewer Tap

Driveway Culvert

Landscaping

Fence

Gutters & Downspouts

Other: _____

Description of Project: _____

Will roadway be closed to traffic?

Partial Road Closure (one lane)

Full Road Closure

No closure

If full closure, list detour route: _____

Duration of Building Material Storage: Start Date _____ End Date _____

** If performing shoulder work only, at minimum use cones, barrels or caution tape to delineate location of work.*

I hereby certify that all information in this application is true and complete to the best of my knowledge. I further certify that all work will comply with current city or state codes. I agree that I shall be responsible from the date of this permit or the beginning of work, whichever is earlier, for all injury or damage resulting from this work, to person or property. I agree to indemnify and save harmless the city from and against all claims or actions, and all expenses incidental to the defense of any such claims, litigation and actions, based upon or arising out of damage or injury (including death) to persons or property caused by or sustained in connection with any work performed under this permit. I also agree to allow all inspections and right of entry throughout the duration of this permit.

Note: Only the property owner, architect, contractor, or other authorized agent should sign this application.

Signature of Applicant

Date

For Office Use Only

Application # _____

Total Fees \$ _____



Proposed Site Plan

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Please include the following items:

1. Location of construction and existing structures on the property.
2. Adjacent streets and street names.
3. Approximate location of property lines.
4. Setback dimensions from edge of roadway or sidewalk.
5. Dimensions in feet and inches of proposed structure.
6. If doing any grading, include proposed elevations of finished grade and where drainage will flow.
7. Location of known utilities.