

**RIGHT-OF-WAY CONSTRUCTION PERMIT APPLICATION**

**SECTION I: PROJECT**

Project Name: \_\_\_\_\_

Project Address or Location: \_\_\_\_\_  
**(Nearest Intersection)**

**Type:**    Concrete    Drainage    Grading    Landscaping    Misc.  
            Paving        Sewer        Water        Electric/Gas    Fiber Optics

Scope of Work: \_\_\_\_\_  
 \_\_\_\_\_

**SECTION II: APPLICANT**

Name \_\_\_\_\_ Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax No. \_\_\_\_\_

**SECTION III: DEVELOPER (Not Contractor)**

Name \_\_\_\_\_ Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax No. \_\_\_\_\_

**SECTION IV: CONTRACTOR**

Name \_\_\_\_\_ Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Phone No. \_\_\_\_\_ Email \_\_\_\_\_

State ROC License No. \_\_\_\_\_ City Business License No. \_\_\_\_\_

Job Site Contact \_\_\_\_\_

Emergency 24 Hour Phone No. \_\_\_\_\_

*I hereby certify that the information on or with this application is true and correct, that there are no code violations, that I am the owner of the development, or for the purpose of obtaining this permit approval I am acting as agent on his or her behalf. I have read the Engineering Construction Permit submittal application and packet and understand that if my application is not complete in all respects, it will be returned without review until such time as it is complete.*

Signature \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_

**Application No.** \_\_\_\_\_

**OFFICE USE ONLY**

Date of Application Submittal: \_\_\_\_\_ Review Due Date: \_\_\_\_\_

Approved By \_\_\_\_\_ Date \_\_\_\_\_ Review Time (hrs.) \_\_\_\_\_

## Permit Submittal Requirements

### Requirements for work in the Right- of Way (ROW):

1. Three sets of plans for review.
2. A Traffic Control Plan utilizing the Manual on Uniform Traffic Control Device Standards.
3. A copy of the contractor's license, proof of bonding insurance.
4. A copy of certificate of insurance, naming The City of Maricopa as the additional insured for a minimum of two million dollars (\$200,000,000).
5. Sealed Engineer's Construction Cost Estimate

### Requirements for work in the Public Utility Easement (PUE):

A ROW permit is required (see above requirements) when equipment and/or laborers are using the City of Maricopa ROW to perform the work within the PUE. If all equipment and laborers are completely within the PUE, the following is required to be submitted to the City of Maricopa for informational purposes:

1. ROW Application.
2. A Traffic Control Plan utilizing the Manual on Uniform Traffic Control Device Standards. (if applicable).
3. Site Plan that includes all details of work to be performed.

Above items must be submitted simultaneously with the application for permit in order to complete the permitting process. If you have any questions please contact: Development Services @ (520) 316-6921, or [dspermits@maricopa-az.gov](mailto:dspermits@maricopa-az.gov) .

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## **Pre-Construction Procedures & Inspection Information**

Prior to start of construction the General Contractor must schedule a pre-construction meeting with the following (as applicable):

**1. City Inspectors:**

- A. Building Safety & Engineering – (520) 316-6926
- B. Fire Prevention – Eddie Rodriguez (520) 494-2303

**2. Applicable Wet Utility Provider:**

- A. Global Water Resources
  - i. (520)568-4452
- B. Maricopa Domestic Water Improvement District
  - i. Sarah Sheehan, Office Manager (520) 568-2239
- C. Seven Ranch Improvement District
  - i. Sarah Sheehan, Office Manager (520) 568-2239

**3. Electrical Provider:**

- A. Electrical District #3
  - i. Larry Yates, Director of Engineering (520) 424-0410

**4. Gas Provider:**

- A. Southwest Gas Corporation – Casa Grande Office

**Inspection Request Process:**

1. Contact the City Engineering Inspector to schedule an inspection by calling the Inspection Request Line at (520) 316-6926.
2. Call the Inspection Request Line a minimum of **48 hrs** in advance and provide the following information:
  - A. Name of project - including Subdivision and Parcel number
  - B. Permit number
  - C. Name of Contractor
  - D. Name of project contact and phone number
  - E. Date and time of scheduled inspection (confirmed with City Inspector prior to contacting the Inspection Request Line)
  - F. Engineering inspection code
  - G. Approximate duration of inspection (confirmed with City Inspector prior to contacting the Inspection Request Line)
3. If a cancellation for a scheduled inspection is required, please contact City Inspector as well as the Inspection Request Line as soon as possible.