

# PBOT and BES Permit Matrix

This document provides general guidance on the type of permit needed for the work proposed. Please consult with Public Works Permitting staff with any questions.



<b>PBOT Proposed Improvement</b> ✓ means improvement can be permitted by this type of permit	<b>Sidewalk / Driveway</b> (No Engineering required) 50' max	<b>Limited Public Works</b> (Limited Engineering Required)	<b>Public Works</b> (Fully Engineered)	<b>Grade &amp; Gravel</b>
Sidewalk (w/o grade breaks) <sup>1,2,3,5,6</sup>	✓	✓	✓	
Sidewalk (w/ grade breaks) <sup>1,2,3,5,6</sup>		✓	✓	
Curb (w/o grade breaks) <sup>2,4,5,6</sup>	✓	✓	✓	
Curb (w/ grade breaks) <sup>2,4,5,6</sup>		✓	✓	
Curb Realignment			✓	
Sidewalk Corners (ramps)		✓	✓	
Street Paving			✓	
Tree Removal		✓	✓	
Minor street grading			✓	✓
Stormwater Treatment Facility			✓	
Street Lighting (Option A & B)		✓	✓	
Street Lighting (Option C)			✓	
Signals			✓	
Retaining Walls 4 ft & under		✓	✓	
Retaining Walls over 4 ft			✓	

<b>BES Proposed Improvement</b> ✓ means improvement can be permitted by this type of permit	<b>Sewer Connection Permit</b>	<b>Simplified Permit</b> (Short Sewer Extension)	<b>Public Works Permit</b>
Connection to public sewer	✓		
Connection to existing lateral	✓		
Construct lateral to property	✓		
Construct MH (48")	✓		✓
Repair lateral in public ROW	✓		
Construct public sewer <100' if the following items are NOT involved <ul style="list-style-type: none"> <li>• Construction of a manhole 12ft deep or greater,</li> <li>• Construction in arterial streets or streets requiring traffic control,</li> <li>• Crossing major utilities</li> <li>• sewer main is greater than 18' deep</li> <li>• extensions from brick manholes</li> <li>• extensions of storm or combo sewer mains</li> <li>• extensions of brick or clay sewers</li> <li>• conflict with standard proximity rules pertaining to utilities</li> <li>• excavations at or near structures and/or retaining walls</li> <li>• excavation close to waterbodies or involving groundwater areas</li> <li>• outside public right-of-ways</li> <li>• Design exceptions</li> </ul>		✓	✓
Exceptions noted in Level 2 of constructing public sanitary sewer <100'			✓
Construction/modify public sewer and appurtenances			✓
Construct/modify public storm facility			✓

# Technical Requirements



<b>PBOT Requirements For Improvement</b> ✓ means item is required	<b>Sidewalk / Driveway</b> (No Engineering required) 50' max	<b>Limited Public Works</b> (Limited Engineering Required)	<b>Public Works</b> (Fully Engineered)	<b>Grade &amp; Gravel</b>
Design Standards	Full	Full	Full	Partial
Inquiry Meeting	✓	✓	✓	
Required Existing Infrastructure	curb, and sidewalk	curb		storm disposal
Concept (30%) Drawings			✓	
Design (60%) Drawings		✓	✓	✓
Final Plans (90 – 100%)		✓	✓	✓
On Fee Schedule	✓	✓		✓
Fee Basis	✓	✓		✓
Cost Recovery			✓	
Utility Notification		✓	✓	✓
Inspection	✓	✓	✓	✓
Construction Management			✓	
Performance Assurance		✓	✓	
As-builts		✓	✓	
Punchlist			✓	
Warranty		✓	✓	
City Maintained Items (must have 2 yr warranty)	none	curbs, ramps	all except sidewalks	none
Permittee Maintained	none	none		
Property Owner Maintained	sidewalk	sidewalk	sidewalk	gravel

<sup>1</sup> Existing curb must parallel the proposed sidewalk.

<sup>2</sup> Engineering is not required if grade control points can be established at 50 feet intervals or less. Grade control points may be established from existing curb.

<sup>3</sup> Engineering is not required if grade control points can be established at 50 feet intervals or less and at all grade breaks. Grade control points may be established from existing curb.

<sup>4</sup> Engineering is not required if the construction or reconstruction is limited to 50 lineal feet or less and is matching existing curb at both ends.

<sup>5</sup> Engineering is not required if the construction or reconstruction is limited to 50 feet or from grade break to grade break, which ever is less. Else, engineered drawings are required.

<sup>6</sup> Improvements greater than 50 feet in length will be inspected by CON

# Technical Requirements



<b>BES Requirements for Improvement</b> ✓ means item listed is required	<b>BES Connection Permit</b>	<b>Simplified Permit (Short Sewer Extension)</b>	<b>Public Works Permit</b>
Design Standards	✓	✓	✓
Inquiry Meeting		✓	✓
Concept (30%) Drawings			✓
Design (60%) Drawings		✓	✓
Final Plans (90 – 100%)		✓	✓
Fee Basis	✓	✓	
Cost Recovery			✓
Utility Notification, (P1, P2, P3)			✓
Inspection	PBOT Utility Inspection	BES Con	BES Con
BES Construction Management		✓	✓
Pre-Construction Meeting		✓	✓
Performance Assurance			✓
As-builts		✓	✓
Deficiency List		✓	✓
Punchlist		✓	✓
Warranty (2 yr) & Maintenance Bond			✓
Certificate of Liability Insurance	✓	✓	✓
Contractor Restoration Bond and Insurance to work in ROW	✓	✓	

# Technical Requirements



## Public Works Inquiry Submittal Requirements for Consideration as a BES Simplified Permit

All mainline sewer extensions are by default reviewed under the Public Works Permit process. However, short *sanitary* sewers (less than 100ft) can be considered for permitting under a BES Simplified Permit. Applicants should review the criteria listed in (B) below to determine if his/her project may be considered under the BES Simplified Permit process.

If an applicant believes his/her sanitary sewer project meets the criteria to be considered under the Simplified Permit process, the applicant must submit a Public Works Inquiry Request Form and attach an engineered plan view of the project. At a minimum the Inquiry plan and profile must include:

### (A) Inquiry Submittal Requirements

- Proposed and existing conditions (with any nearby structures, retaining walls, and/or water bodies shown)
- Elevations at rim and IEs of all manholes and pipe (existing and proposed)
- Pipe material, size, slope (existing & proposed)
- Manhole material (existing and proposed)
- Existing utilities (type, size, material, and dimension from proposed sewer)
- Clearly marked ROW lines and sewer dimensioned from ROW
- Profile required for Inquiry *if* proposed sewer is less than 5 feet deep or if there are probable utility conflicts—crossings shown on profile
- Description of how private (on-site) stormwater will be disposed of. because Simplified Permits are for sanitary sewer, private property will not be able to dispose of stormwater

### (B) Simplified Permit (SP) Criteria

#### Simplified Permit NOT allowed for.....

- Construction of a manhole 12ft deep or greater,
- Construction in arterial streets or streets requiring traffic control,
- Crossing major utilities,
- Extensions from brick manholes,
- Extensions from City storm sewers, interceptor lines, or combination sewers where the proposed pipe size will need to be engineered,
- Extensions of brick or clay sewers,
- Conflict with standard proximity rules pertaining to utilities,
- Excavations at or near structures and/or retaining walls,
- Excavation close to water bodies or involving groundwater areas,
- Outside public right-of-ways,
- Sewer main proposed is greater than 18 feet deep, or
- Requires a design variance from the standards of the City *Sewer and Drainage Facilities Design Manual*.