

III. PERMIT ISSUANCE PROCESS

Once the project review and approval process has been followed and project approval is granted, permit issuance time will be greatly reduced. Refer to Figure 1 for a flow chart of the process. The following items must be submitted for permit issuance:

Four copies of the 136 Highway Permit for each type of operation to be performed in the County highway right-of-way.

Five copies are required for traffic signal permits.

Six copies are required for permits for work required due to a MCDOT capital improvement project.

Seven copies are required for permits for signal work required due to a MCDOT capital improvement project.

The permits must be filled out completely and signed by the property owner or the owner of the utility for work within the right-of-way. Please include the telephone number of the owner and the emergency phone number of the resident engineer and contractor. Incomplete permits may result in delay in permit issuance. See Appendix B, Permit Office Forms.

Depending on the project type, permit applications are distributed to the following individuals after approval:

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|----------------------------------|-----------------------------|
| • Permittee | • Signal Section |
| • Town Highway Superintendent | • MCDOT CIP Project Manager |
| • County Permit Inspector | • CIP Resident Engineer |
| • County Permit Office Main File | |
- **A 239-F permit** signed by a town official, (usually the building inspector), if a building permit is also to be issued. See Appendix B, Permit Office Forms.
 - **A Completed Permit Fee Work Sheet** with the type of operation(s) to be performed checked off. The fees are recorded in the boxes on the right and totaled at the bottom. See Appendix B, Permit Office Forms. **Checks should be made payable to the Director of Finance, County of Monroe.** Money orders, Mastercard, VISA, Amex & Discover are also acceptable forms of payment. **Cash will not be accepted.**
 - If security deposits are required, they must accompany the 136 Highway Work Permit. **Security deposits of \$1000 or more will be accepted in the form of a cashier's check, bank check, certified check, money order, Mastercard, VISA, Amex or Discover.** (See Appendix A for the appropriate security deposit according to the Security Deposit Policy).
 - Issue permit and attach special conditions, details and plans.