

**CITY OF TOLEDO APPLICATION FOR A RIGHT-OF-WAY OPENING PERMIT**  
**Toledo Municipal Code §§905.01, 127.05(f)**

Permit Holder \_\_\_\_\_ Phone # & Email \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Contractor \_\_\_\_\_ Phone # & Email \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Opening in: Street\_\_\_ Alley\_\_\_ Walk\_\_\_ Grass Area\_\_\_ Berm\_\_\_ Permit Type: Operations (O)\_\_\_ Construction (C)\_\_\_ N/A\_\_\_

The \_\_\_\_\_ requests permission to \_\_\_\_\_  
(name of company) (description of work and location including bounding streets)

Anticipated start date: \_\_\_\_\_ Start time: \_\_\_\_\_ Utility Job Number: \_\_\_\_\_

1. **Municipal Income Tax:** The City of Toledo has a municipal income tax that is applicable to all contractor work (including subcontractors) performed in the city. This contractor activity is covered under Section 798 of the Toledo Municipal Code which requires tax registration before contractor work is performed. To become registered with the City of Toledo, Division of Taxation, you must complete a questionnaire located at the following link: <https://cdn.toledo.oh.gov/uploads/documents/Taxation/2024-Contractor-Registration-Packet.pdf>. A deposit of \$250 is required at the time of registration. The application will NOT be approved until you are registered with the City.
2. **Right of Way:** This permit is **ONLY VALID** for work in the City of Toledo right-of-way. If it is determined work is being performed outside of the City of Toledo right-of-way it is the responsibility of the permit holder to either relocate their facilities into the existing right-of-way or to obtain a utility easement. Failure to do so will result in future permits not being approved.
3. **Traffic:** Traffic flow shall be maintained with the least amount of inconvenience. Excavated materials shall be promptly hauled away and special care shall be taken to safeguard the traveling public. All traffic controls shall be in accordance with the "Ohio Manual of Uniform Traffic Control Devices" and supplemented by the "City of Toledo Manual for Uniform Traffic Control for Construction and Maintenance", current editions. **The Permit Holder shall contact the Division of Transportation-Shawn Comes (419-245-1300) in the event of lane or road closure at least 7 business days prior to starting work.**
4. **Specifications:** Pavement, sidewalk, and driveways shall be replaced in-kind and in accordance with the Current State of Ohio Department of Transportation Construction and Materials Specifications and with the current City of Toledo "Specifications Governing Openings in the Public Ways". For longitudinal cuts in excess of 25 feet in length the entire affected lane(s) shall be milled and resurfaced to a depth of at least 1-1/2 inches at the discretion of the Commissioner of Engineering Services or his duly authorized representative. All City ordinances governing openings in city streets shall be rigidly observed. Any applicable city specifications shall apply in this work.
5. **Clearance:** A horizontal clearance of 5' and vertical clearance of 18" (above or below) shall be maintained between the proposed facility and water line, sanitary, and storm lines unless right of way or other constraints do not allow this clearance. A horizontal clearance of 18" from the edge of sidewalk to the edge of trench is required to install conduit (open cut method). If the trench is within 18" of the edge of sidewalk new sidewalk will be required to be constructed.
6. **Relocation and Support:** The Owner is responsible for relocating or supporting their facilities if they conflict at any time with roadway, sewer, or waterline construction or repair.
7. **OUPS:** All utility companies in the City of Toledo right of way shall register with the Ohio Utilities Protection Service (OUPS). This permit should not in any way be construed as a substitute for contacting OUPS, or as certification that the proposed construction will not interfere with existing facilities. The Permit Holder shall contact OUPS at 800-362-2764 at least 48 hours before digging. Permit Holders are hereby notified that City of Toledo storm and sanitary sewers will not be marked in the field as part of the OUPS process. Permit Holders are responsible for locating these facilities by sighting between structures. In accordance with Ohio Revised Code 3781.27, it is the responsibility of the Permit Holder to find and show on plans all existing utilities at the development site.
8. **Storage:** Equipment or material shall not be stored on any public streets without prior approval.
9. **Duration:** Work shall proceed with the utmost speed and is to be modified to comply with any restrictions noted on this permit and/or the attached drawing. Final site work restoration shall be completed within 60 days of installation of the facility.
10. **Opening & Inspection Fees:** Pursuant to TMC §127.05(f), Permit Holder will be billed for and agrees to pay fees totaling ten dollars (\$10) per permit for openings up to ten square feet and one dollar (\$1) for each additional square foot, plus the cost of City inspection at a predetermined rate.
11. **Additional Permits:** Attach copies of all required permits associated with opening in public right of way such as ODOT, railroad, Ohio EPA Storm Water, Corps of Engineers, and Downtown TARTA Bus Loop.
12. **Submittal:** Submit completed application to [steve.kessinger@toledo.oh.gov](mailto:steve.kessinger@toledo.oh.gov) Engineering and Construction and [zeferino.perez@toledo.oh.gov](mailto:zeferino.perez@toledo.oh.gov) Traffic Management

**CONTACT JOHN WILLIAMS, CONSTRUCTION MONITOR, A MINIMUM OF 24 HOURS IN ADVANCE OF ANY WORK BEING PERFORMED AT (419-245-1326) OR [utilities.inspection@toledo.oh.gov](mailto:utilities.inspection@toledo.oh.gov) FOR INSPECTION PURPOSES.**

The undersigned represent and warrant to the City of Toledo that the information contained in this Application, plus all attachments and exhibits referenced, are true and correct. The undersigned agree to comply with all terms and conditions in this application and all present and future federal, state, and local laws, rules, regulations, policies, statutes and ordinances which are incorporated by reference in this application.

Owner: \_\_\_\_\_ Title \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_  
Contractor: \_\_\_\_\_ Title \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**PERMIT EXPIRES 60 DAYS AFTER ORIGINAL APPLICATION IS SUBMITTED**

**TELECOMMUNICATIONS SYSTEMS MUST ALSO COMPLETE PAGE 2**

**CITY OF TOLEDO APPLICATION FOR A PERMIT TO INSTALL TELECOMMUNICATIONS SYSTEM**

Telecom System Owner/Provider: \_\_\_\_\_ Phone # & Email \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

13. Service: The applicant further represents and warrants to the City of Toledo that the telecommunication system services to be installed, repaired, reinstalled and/or modified is \_\_\_\_\_ (type or purpose of service) and that said services are not solely for service to local customers. No additional services may be provided unless a separate permit to install is granted. In the event any of the listed services is discontinued, permittee shall notify the Department of Public Utilities in writing and this permit shall be modified accordingly.

14. DAS / Small Cell Data:

*Proposed Facility Information:*

Pole Owner: \_\_\_\_\_

Pole Location: N: \_\_\_\_\_ E: \_\_\_\_\_ (City of Toledo Coordinate System).

Pole Identification No.: \_\_\_\_\_

Pole Height: \_\_\_\_\_ Pole Material: \_\_\_\_\_

Authorization Letter from existing Pole Owner attached: \_\_\_\_\_ Yes \_\_\_\_\_ No

15. Applicability: This permit to install is applicable only to the telecommunications identified in the approved plans. Separate applications must be made for the installation or modification of any other telecommunications facilities.

16. Maintenance: The facilities installed under this permit and occupying City property shall be maintained regularly in accordance with good engineering practices and in accordance with all applicable laws, rules, and specifications.

17. Submittal: For DAS/Small Cell Siting Permits, In lieu of submittal pursuant to Paragraph 11 on p. 1, completed telecommunication systems applications shall be submitted to the approved architectural/engineering firm.

**The undersigned represent and warrant to the City of Toledo that the information contained in this Application, plus all attachments and exhibits referenced, are true and correct. The undersigned agree to comply with all terms and conditions in this application and all present and future federal, state, and local laws, rules, regulations, policies, statutes and ordinances which are incorporated by reference in this application.**

Owner: \_\_\_\_\_ Title \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Contractor: \_\_\_\_\_ Title \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**\*ARCHITECT/ENGINEER SHALL BE NOTIFIED 24 HOURS IN ADVANCE FOR INSPECTION OF CONSTRUCTION OF DAS/SMALL CELL POLE INSTALLATION\***

**[RESERVED FOR USE BY CITY OF TOLEDO]**

**PERMIT MUST BE POSTED ON JOB SITE** City Job # \_\_\_\_\_

Permit approved by the Division of Transportation (419-245-1300) with the following conditions:

Approved by: \_\_\_\_\_ Date \_\_\_\_\_

Permit approved by the Division of Engineering Services (419-245-1315) with the following conditions:

Approved by: \_\_\_\_\_ Date \_\_\_\_\_

**An approved copy of this Permit will be forwarded to the Permit Holder.**