



**THE CITY OF OKLAHOMA CITY**

**Public Works Department**

**405-297-2581**

**PWPermits@okc.gov**

**PERMIT APPLICATION**  
**(Fill Out All Applicable Information)**

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

COMPANY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY/ST/ZIP: \_\_\_\_\_

CELL#: \_\_\_\_\_ OFFICE#: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

DEVELOPMENT/PROJECT NAME: \_\_\_\_\_

PROJECT/SITE ADDRESS: \_\_\_\_\_

PROJECT LOCATION (Intersection): \_\_\_\_\_

WORK ZONE PERMIT NUMBER: WZ- \_\_\_\_\_ (If Known)

CONTRACTOR NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_

IS THE CONTRACTOR PRE-QUALIFIED WITH THE CITY? YES / NO

IF YES , LIST PRE-QUALIFICATIONS: \_\_\_\_\_

PROJECT WITHIN A DESIGN DISTRICT? YES / NO

STREET CAR ACCESS APPROVAL NEEDED? YES / NO

**TYPE OF PERMIT(S) REQUESTED: (Check all that apply)**

\_\_\_\_ BORE

\_\_\_\_ PAVING CUT AND REPAIR (Total square yards: \_\_\_\_\_)

\_\_\_\_ FIBER OPTIC

\_\_\_\_ SMALL CELL

\_\_\_\_ SANITARY SEWER MANHOLE TAP

\_\_\_\_ STORM SEWER TAP-IN (Size/Diameter: \_\_\_\_\_)

\_\_\_\_ IRRIGATION & LANDSCAPE

\_\_\_\_ PIPELINE (Total feet/rods: \_\_\_\_\_)

\_\_\_\_ PIPELINE REMOVAL (Total feet/rods: \_\_\_\_\_)

\_\_\_\_ ODOT DRIVEWAY

\_\_\_\_ FRANCHISE IMPROVEMENT

\_\_\_\_ UTILITY EQUIPMENT IN CITY RIGHT OF WAY

\_\_\_\_ EVENTS

\_\_\_\_ OTHER \_\_\_\_\_

Process for:

# Bore Permit

- 1.) Submit for review to 7th floor Public Works Engineering Department.
  - a. An exhibit (site plan) to show cross street, location/ alignment of bore.
  - b. Show how deep bore is.
  - c. New service order must be submitted with application. (New water meter service only)
  - d. These general items will apply to all “stand-alone” bore permit, i.e. pipe line, water line (new water meter service), sanitary sewer line.
  - e. If plan sheet already provided for a Revocable Permit then plan is not needed again put the approved Revocable Permit number on application.
- 2.) Prequalification to preform bores in the Right of Way.
  - a. Bore Classification
- 3.) Additional Comments for Contractors
  - Locate and protect all existing utilities both public and private prior to commencing work.
  - Plumbing permits are required prior to installation. (Only if sanitary sewer manhole tap)
  - Customer obtains additional permits if necessary – i.e. Plumbing, Manhole Tap, etc.



THE CITY OF OKLAHOMA CITY  
Public Works Department  
PERMIT-20 \_\_\_\_ - \_\_\_\_

**BORING AND PAVING CUT PERMIT**

This Permit made and entered into this on \_\_\_\_\_ by and between THE CITY OF OKLAHOMA CITY, ("City") and \_\_\_\_\_, ("Permittee").

WHEREAS, the Permittee desires to perform a BORE \_\_\_\_\_ (diameter/length) and/or PAVING CUT \_\_\_\_\_ (square yards) work within, over, under, or on a portion of the public way or easement, or City-owned property at \_\_\_\_\_ located in Oklahoma City, Oklahoma.

NOW THEREFORE, in consideration of the covenants and agreements hereinafter set forth, it is mutually agreed by the parties hereto as follows:

1. City hereby issues the Permittee a Permit for the purpose of performing BORING and/or PAVING CUT work within, over, under, or on a portion of the public way, easement, or City-owned property at the above address in accordance with the Permittee's application and approved plans and specifications incorporated herein.
2. Permittee acknowledges and agrees that Permittee's application, plans, and specifications accurately represent the purpose of the BORING and/or PAVING CUT work within, over, under, or on a portion of the public way, easement, or City-owned property at the above address.
3. Permittee agrees that this Permit is subject to the following conditions and agrees to obtain the following permits: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
4. Permittee agrees to perform BORING and/or PAVING CUT work in a safe and proper manner, with an attractive appearance. Permittee further agrees and understands that Permittee acts at its own risk performing the BORING and/or PAVING CUT work within, over, under, or upon the City's public way, easement, or City-owned property.
5. Permittee agrees that all BORING and/or PAVING CUT work performed in the public way, easement, or City-owned property will be in accordance with City ordinances, standard specifications, and the City Engineer's required processes.
6. Permittee agrees to cover openings with steel plates when not working at the site and provide all safety fencing, barricades, and traffic control as requested.
7. Permittee shall be responsible for locating, pot holing, if necessary, and protecting all existing utilities and other improvements within the public way, easement, or City-owned property. Contact OKIE at (405) 840-5032 to locate utility improvements. City Utilities contacts are the following: Water and Sewer Lines, Utilities Department Emergency Dispatch Office at (405) 297-3334; Storm Drainage, Public Works Department at (405) 297-2581.

8. Permittee shall be responsible for replacing all traffic control devices that are damaged, destroyed, or removed during construction, erection, operation, and maintenance. Devices shall be in conformance with the City's MUTCD. Contact the City's Traffic Management to schedule inspections and for traffic lane closures, traffic operations, signal locates, and conduit location (405) 297-2581, two business days prior to construction, erection, operation, and maintenance. All traffic lanes must be open from 7:00 am to 9:00 am and 4:00 pm to 6:00 pm.
9. It is mutually agreed and understood between the parties hereto that by reason of the issuance of the Permit, the Permittee acquires no property or contract rights in the City's public way, easement, or City-owned property.
10. Permittee agrees to defend, protect, and save harmless the City from any and all damages, claims, or causes of action whatsoever arising out of the construction, erection, operation, maintenance, and existence of the Improvement or City use of public way, easement, or City-owned property or requiring Permittee to remove or relocate the Improvement.
11. Further, it is mutually agreed and understood between the parties that this Permit may be revoked or cancelled at the discretion of the City Engineer at any time.
12. Permittee agrees that in the event of revocation, it will comply with the revocation order and will promptly restore the City's public way, easement, or City-owned property to the original condition at Permittee's own expense. It is expressly agreed and understood between parties that should it become necessary to remove or relocate the Improvement permitted herein or in part as to allow the City to utilize the public way, easement, or City-owned property in any manner permitted by law, the City shall not be deemed responsible for any loss or damaged suffered by reason of such removal or relocation. If not timely removed or relocated, then the City can remove or relocate without liability for damage or loss suffered by Permittee.
13. Permittee shall not assign or transfer this Permit without written approval of the City Engineer.

PERMITTEE

THE CITY OF OKLAHOMA CITY

BY: \_\_\_\_\_

BY: \_\_\_\_\_  
City Engineer