DRIVEWAY & SIDEWALK EXAM REFERENCE PACKET

A driveway/sidewalk contractor is any person/company constructing or repairing any driveway located on any part of the street, parking lot or other public property, or a setback of the curb along any public street or sidewalk.



HELPFUL LINKS

Ordinance Pertaining to Sidewalk Contractor

ADA Compliance Course

Classification List

Accela Citizen Access Portal

Paving & ADA Curb Ramps Standards

Storm Water Construction Standards

Application Fees

- \$50 Written Test
- \$75 Application Fee

Renewal Fee

- \$75 Renewal Before Expiration Date
- \$150 Renewal After Expiration Date (Within 90 days of Expiration)



Prequalification

🔇 405-297-2581 🛛 prequal@okc.gov

Technical Review

405-297-2581 x pwtechreview@okc.gov

Field Services

405-297-3571 (🖂) fieldservices@okc.gov

ADA CERTIFICATION

Any applicant applying for a sidewalk contractor's license must obtain an <u>ADA</u> <u>Certification</u> from Oklahoma City Community College (OCCC) before applying for the Sidewalk Contractor's License. This certification is valid for three years and is available both in person or online.

For more information on taking this course, contact 405-682-7814.

OBTAINING A SIDEWALK & DRIVEWAY LICENSE

START THE APPLICATION

Applications are now available through the Accela Citizen Access Portal (ACA Portal). Start your application by uploading the required documents listed below.

- Photo ID
- Valid ADA Certificate or Card

Additional documentation is required after passing the written exam.

For more information on submitting an application, contact us at prequal@okc.gov

TAKE THE WRITTEN TEST

Once city staff receives notification of your application, a \$50 fee will be added to your account for the written test administered by Field Services. This test is administered on the first Monday of each month at 3735 SW 15th St. Building 2 (Inspection Services Building). Each failed test will require an additional \$50 fee. Photo ID, license number, and proof of payment must be present to test.

For more information on this test or to reserve your spot, call 405-297-3571

FINISH THE APPLICATION

Once the written test has passed, upload the remaining documents and pay the \$75 application fee.

- Bond Assurance Letter
- Occupation Bond
- Certificate of Insurance

City staff will review documents and issue a conditional approval for a field test.

For more information on submitting an application, contact us at prequal@okc.gov

COMPLETE A FIELD TEST

Your first job is considered your field test and must be completed within six (6) months of the written examination. The field test will be completed under a ROWS- permit and is applied for through the <u>ACA Portal</u>. Make sure to tell staff that this is for a field test. Call 405-297-3571 for inspections once completed.

For more information on how to submit a ROWS- permit for your field test, contact us at pwtechreview@okc.gov

PQ- LICENSE ISSUED

Once both the written and field tests have passed and all associated fees have been paid, City staff will review and issue your driveway/sidewalk license. Reminder, Licenses are only valid for one year and must be renewed each year.

PAYMENTS CAN BE MADE BY:



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A driveway/sidewalk contractor is any person/company constructing or repairing any driveway located on any part of the street, parking lot or other public property, or a setback of the curb along any public street or sidewalk.



§ 50-136. - SIDEWALK CONTRACTOR PREQUALIFICATION REQUIRED.

"No person shall engage in business as a sidewalk contractor without a prequalification issued by the Prequalification Board. Any applicant for a sidewalk contractor's prequalification license must present proof of passing the sidewalk contractor's prequalification exam(s), present a current ADA certification, present proper picture identification, file of the required sidewalk contractor's bond and paying to the City Treasurer the sidewalk contractor's prequalification fee established in <u>Chapter 60</u> the General Schedule of Fees. Any person not obtaining a prequalification hereunder within 90 days of passing the field test must re-apply for a new sidewalk contractor's prequalification, re-take and pass the sidewalk contractor examines, and comply with the remaining provisions of this article. The ADA certification will be effective for three years from the last day of the ADA certification class. The prequalification holder must have a current ADA certification at time of application and any renewal of the sidewalk contractor's prequalification and whenever engaging in sidewalk construction work. Additionally, prequalification holder with a current ADA certification must be on site whenever sidewalk forms set, materials are poured or placed, and during City inspections."

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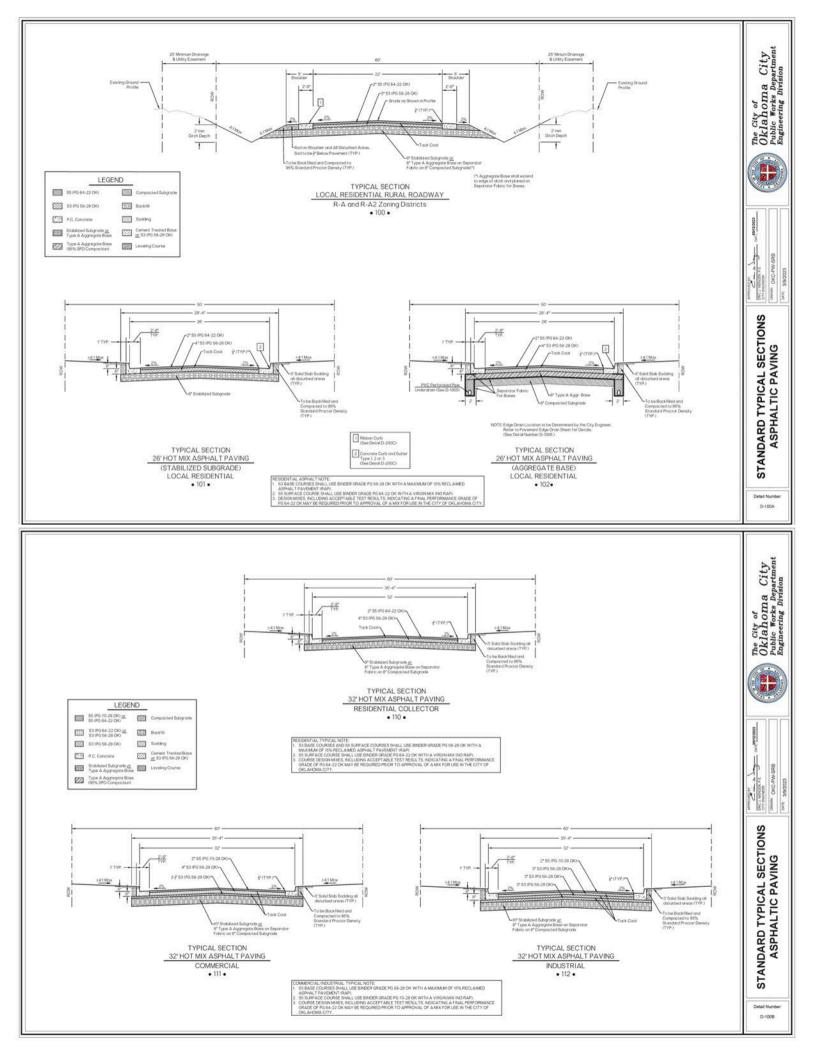
- In cold weather conditions, the temperature must be at least 35 degrees and rising with a forecast of 40 degrees
- Saw joints should be done within 24 hours
- You are required to clean and seal all joints
- It is not acceptable to leave debris on the street, sidewalk or any public way

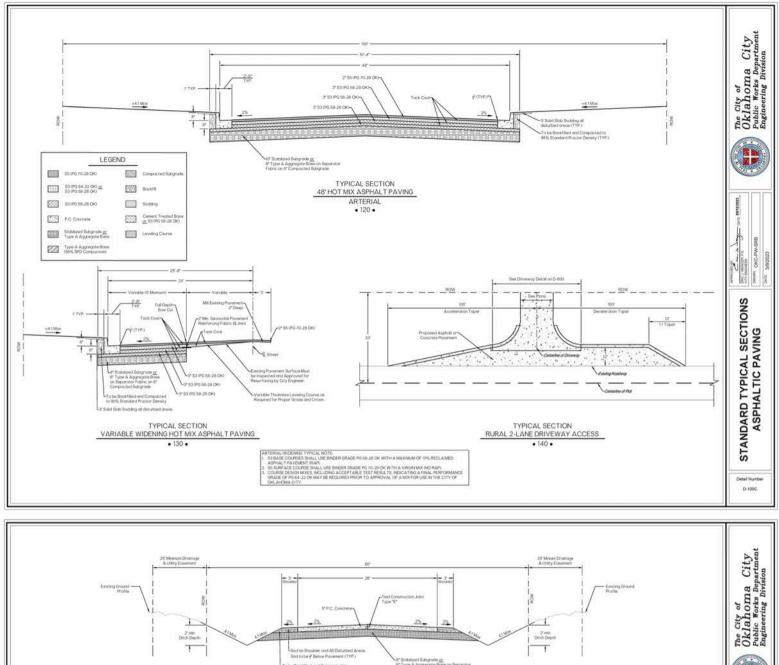


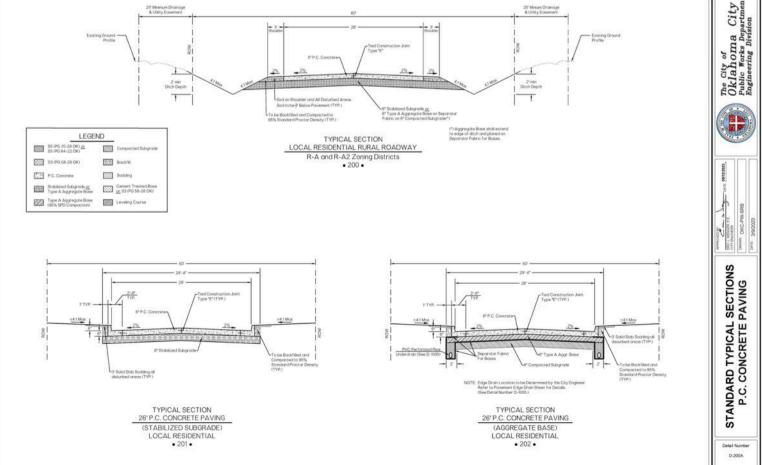
Inspections for driveways and sidewalk construction should be called in within 24 hours.

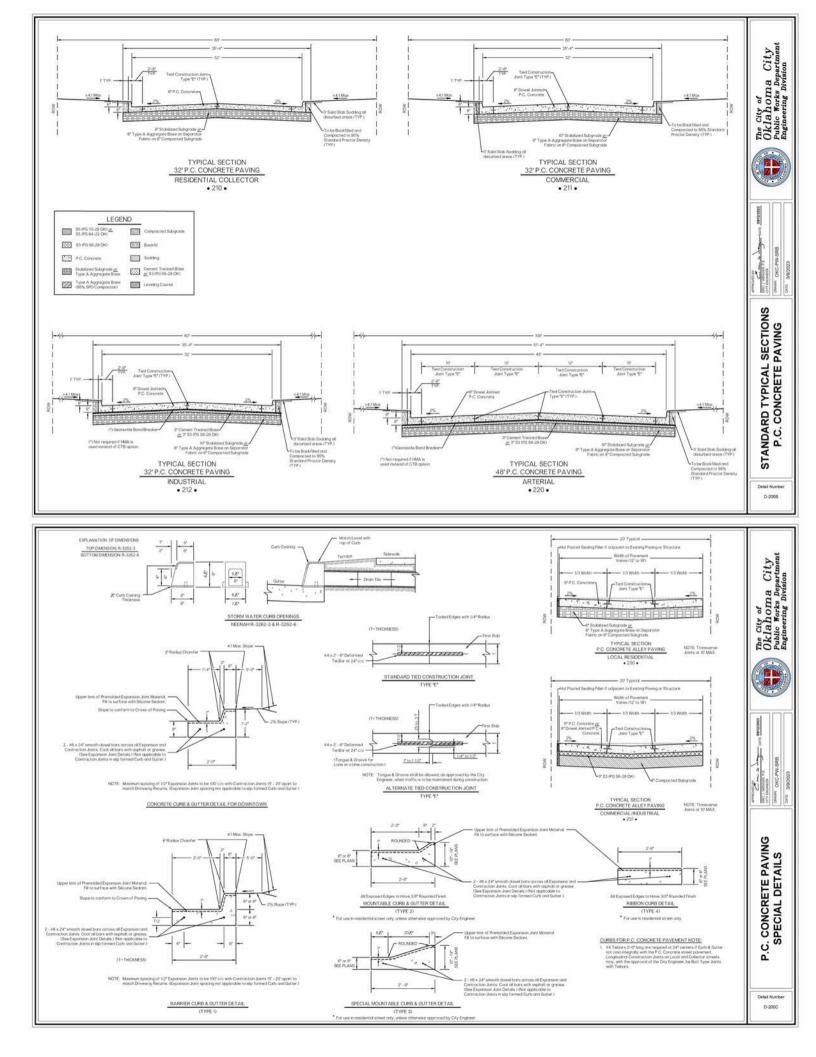
IMPORTANT DEFINITIONS

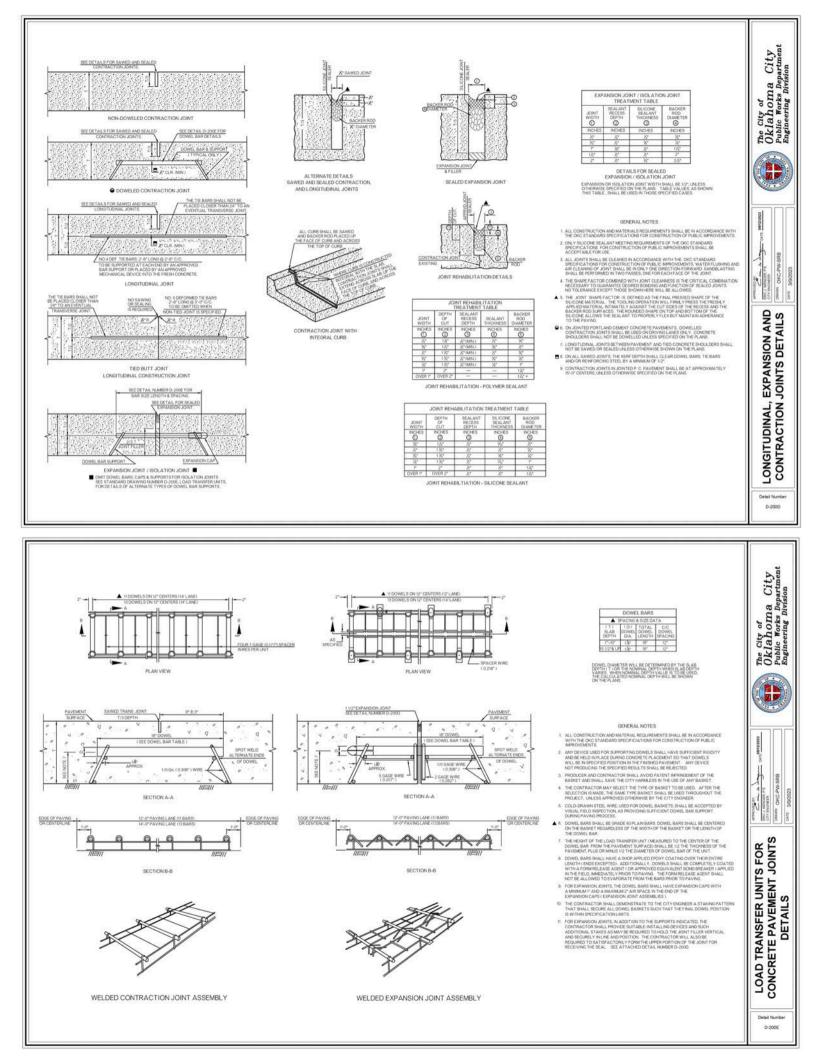
- <u>"Person"</u> as used in the chapter shall mean any individual, person, company, corporation, firm, association, partnership or any other legally established organization or entity.
- <u>"Prequalification Review Board"</u> as used in this chapter shall mean the Board established by resolution adopted by the City for the purpose of investigating, reviewing and considering the granting, renewing, suspending or revoking of prequalification. A copy of the resolution establishing the Prequalification Review Board is on file in the office of the City Clerk.
- <u>"Private property"</u> as used in this chapter shall mean any property other than property owned in fee or leased by the City or a trust or authority of which the City is a beneficiary. It is understood that certain portions of private property upon which the City or a trust or authority of which the City is a beneficiary has an easement, right-of-way or street is also within the definition of public property.
- <u>"Public improvement"</u> as used in this chapter shall mean any beneficial or valuable change or addition, betterment, enhancement or amelioration of or upon any real property, or interest therein, belonging to the City or a trust or authority of which the City is a beneficiary. Public improvement shall also include private work whenever all or a portion thereof will eventually be dedicated or provided for ownership, operation and/or maintenance to the City or a public trust or authority of which the City is a beneficiary.
- <u>"Public property"</u> as used in this chapter shall mean: (I) any real property, or interest therein, owned, managed, leased or operated by the City or a public trust or authority of which the City is a beneficiary; (2) any real property, or interest therein, upon which the City or a public trust or authority of which the City is a beneficiary has a right-of-way, easement or street; (3) any public right-of-way, easement or street; and (4) any real property, or interest therein, which will become public property after or upon the completion and acceptance of the work.

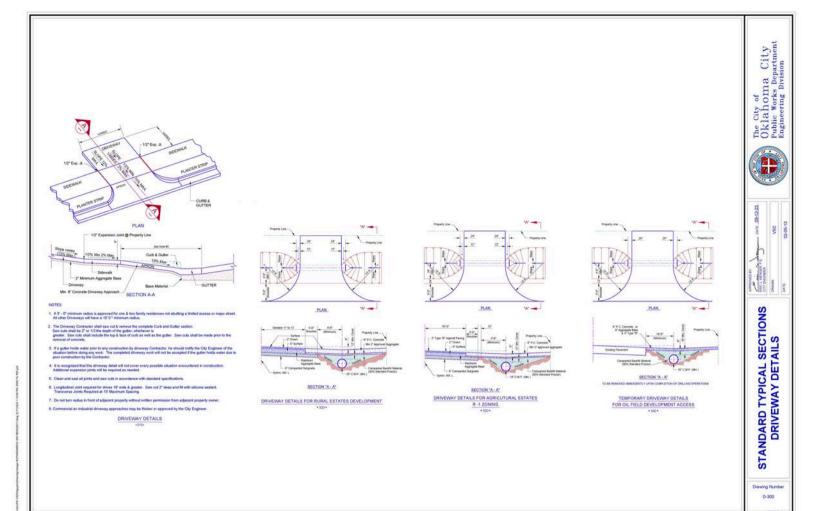


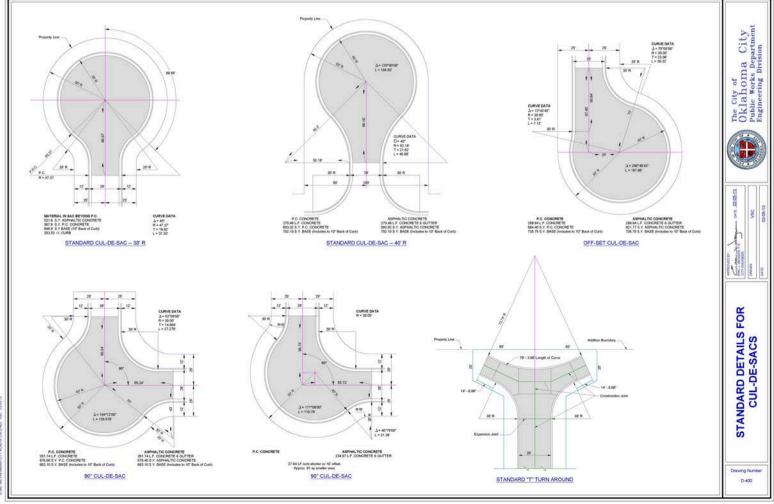




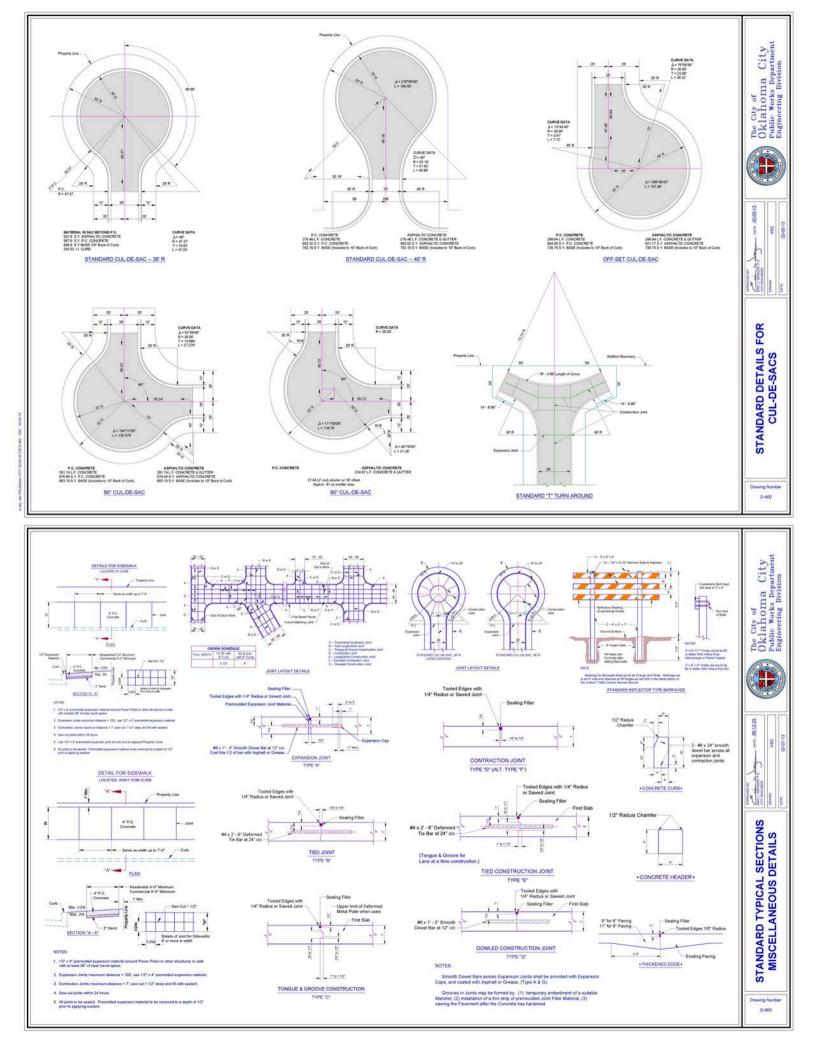


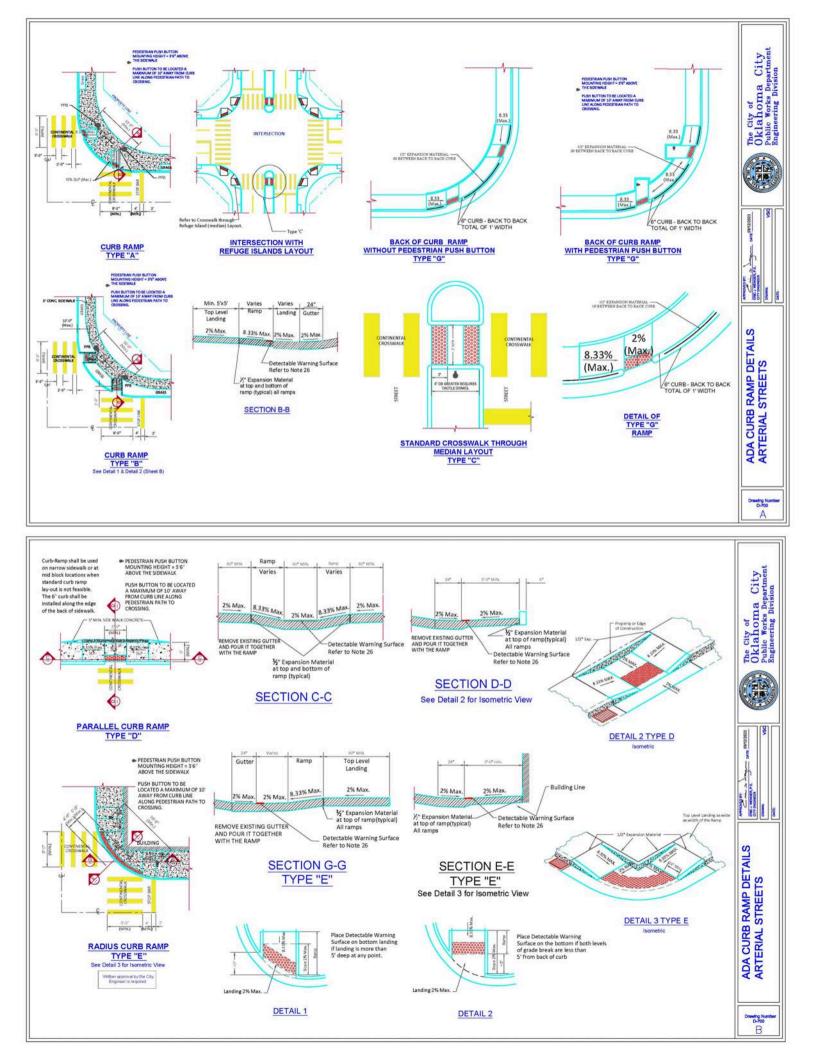


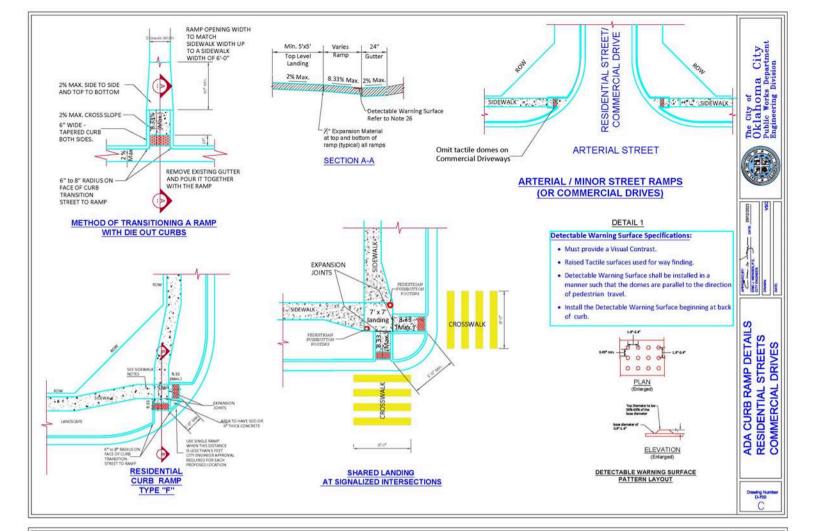




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Sidewalk Notes

- 1. All work must meet current Americans with Disabilities Act (ADA) requirements.
- Minimum sidewalk width shall be as follows: residential, 5'-0" at curb, 4'-0" at property line: mercial, 6'-0" at curb, 5'-0" at property line.
- 3. Sidewalk cross slope shall be a maximum of 2% and a minimum of 1/2% cross slope.
- Whenever the width of the sidewalk is less than 5°-0°, a 5° x 5° passing area with a num 2% slope and minimum 1/2% slope in any direction at intervals of 200° shall be ed.
- Whenever changing direction in a sidewalk, install a 5' x 5' passing area with maximum 2% slope and minimum 1/2% slope in any direction.
- Objects such as tree branches, signs, water fountains, etc. shall not protrude into the swalk more than 4" at the heights between 27" and 80".
- Sidewalk shall be constructed of 4" thick concrete with medium broom finish on top of 2" of 1.5° crusher run, ½° rock screenings, 1.5° clean recycled concrete or approved equal. Developers of Residential Neighborhoods are allowed the usage of 2° of sand instead of the required crusher run.
- All obstructions into the walk, such as power poles, hydrants, sign posts, etc. must have at ist 48" of clear travel space around the obstruction.
- Sidewalk running grade shall not exceed 5% unless the sidewalk is contained in the R-O-W and then cannot exceed the general grade established for the adjacent street.

General Notes:

- Any deviation from the standard curb-ramp plans shall be approved by the City Engineer or signee on a case by case basis
- 11. The standard curb-ramp drawings supersede all previous drawings and shall be a part of the new curb ramp standard drawings.
- 12. All alternate ramps shall be approved by the City Engineer or his designee prior
- 13. Seal all sawed joints on sidewalks, landings and ramps. Width of expansion joint shall be $X\!\!\!/$

Pedestrian Signals Notes:

- 14 Push button must be located adjacent to and accessible from a landing.
- 15. A clear space of 30" x 48" minimum dimension must be next to the push button
- 16. Maximum reach to a push button can not exceed 10".

Curb Ramp Notes:

17. A curb ramp is defined as the entire concrete surface which includes the ramp and flared sides. The minimum 4" wide center portion, including the Detectable Warning Surface, shall have a sloped plane of 8.33% (1:21) maximum, and cross slope, not to exceed 2%. The "Tarde side" of the ramp shall lie on a slope of 10% (1:30) maximum measured along the curb. The curb ramp shall have a surface tolerance of ½" per 10 foot straight edge maximum.

The City of Oklahoma City Public Works Department Engineering Division

8 IBM2/2023

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RAMP DETAILS

ADA CURB

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- 18. The ramp center line and path of travel should be parallel to the sidewalk whenever possible. The full within of the ramp shall lie within the crosswalk area. It is desirable that the location of the ramp be as close as possible to the center of the crosswalk. 18
- 19. Curb Ramps shall not exceed 15' in length unless otherwise directed by the City Engineer.
- Existing utility boxes and covers shall be adjusted flush with the curb ramp surface and shall not straddle change in plane or material. Existing utility box frames and covers shall have matching surface finish on the re frame and cover. New utility boxes shall not be placed within the accessible pathway. 20
- 21. The surface of the curb ramp and Detectable Warning Surface material shall be stable, firm and slip resistant. The concrete curb ramp surface shall be medium broom finished transverse to the axis of the ramp and shall be slightly rougher than the finish of the adjacent sidewalk surface.
- 22. A level landing 5'-0" deep, with a 2% maximum slope in each direction shall be provided at the upper er of each curb ramp to allow safe egress from the ramp surfaces. The width of the level landing shall be at least wide as the width of the ramp. A clear space of a minimum of 30' wide x 48' dees shall be provided at pedestrian push buttons at signalized crossings. This space may be contained in the landing.
- 23. Existing vertical utility poles or street light poles may be incorporated into the flared sides, if necessary. The vertical obstruction shall be a minimum of 6*away from edge of the ramp. Pedestrian crosswalks push button poles, fire department call boxes and other poles with activated devices, may not be placed in the curb-ramp at any time. No new vertical obstructions may be located in the curb ramp or the accessible pathway.
- 24. Ramp opening shall be the same width as the sidewalk up to 6'-0" wide.

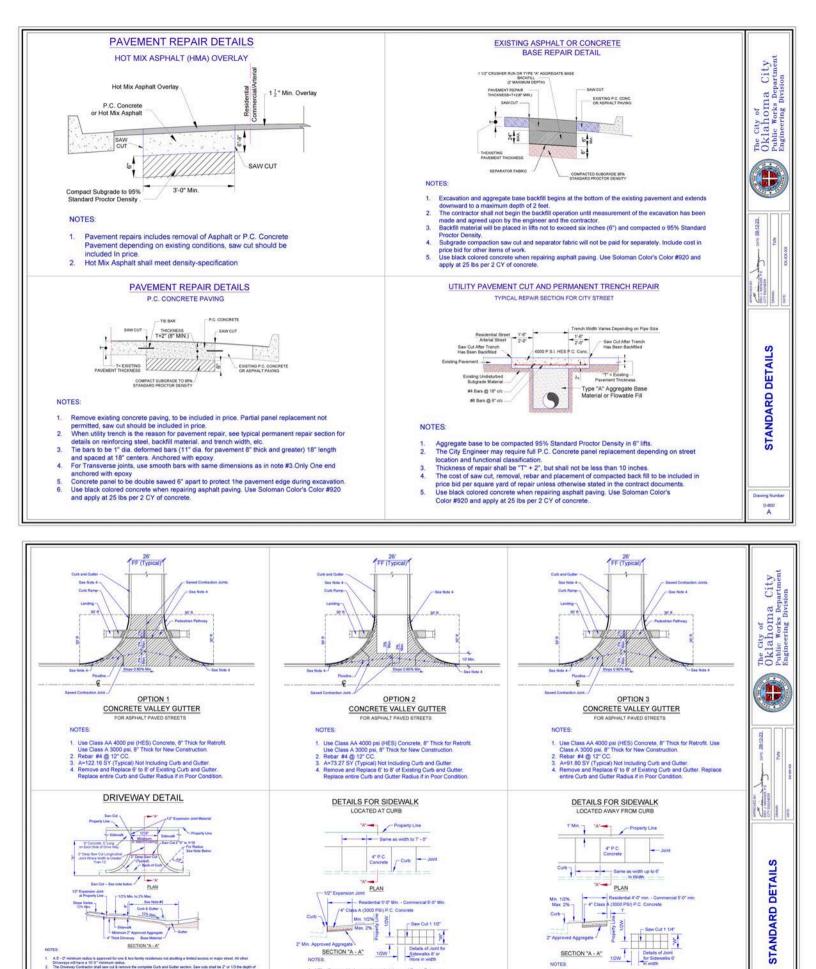
25. Curb Ramp shall be constructed with 8" thick concrete at collector and arterial streets; and with 6" thick 25. Curb Ramp shall be constructed with 8" thick concrete at collector and attenial sterials, restrepts, and with 6" thick concrete at collector and attenial steres. The concrete at reading the concrete at reading the concrete at reading the concrete atteniation of a form the face of curb and the 5" thick concrete will extend the maximum length of 6" from the face of curb. The remainder of the ramp will be constructed of 4" thick concrete and pairs at a sidewaik. All landings and incidental connections will be positive of 4" thick concrete and pairs at sidewaik and libe constructed of 4" thick concrete and pairs at a sidewaik. All landings and incidental connections will be pairs at a sidewaik and be constructed on 4" thick concrete att pairs because the constructed on each side of the constructed on the face of the constructed on the construct on the constructed on the construct on the construct on the construct on the constructed on the construct on the con ramp where 1:10 concrete slopes are not used.

26. For new construction all Detectable Warning Surfaces are to be set in concrete. Surface applied domes require special written approval by the City Engineer.

27. Curb ramp pay items shall only be used at street intersections, signalized driveways or alleys with tactile

28. Where feasible, ramps shall align in such a way that the pedestrian travel path shall provide a direct path to corresponding ramp. Ramps that require pedestrians to change direction of travel in the street or driveway shall require Obj Equipment approval.

29. Where a ramp ties into an existing curb and gutter, the entire curb and gutter shall be removed and replaced extending 2 feet past the width of the ramp on each side.







SECTION "A - A"

NOTES

SECTION "A - A"

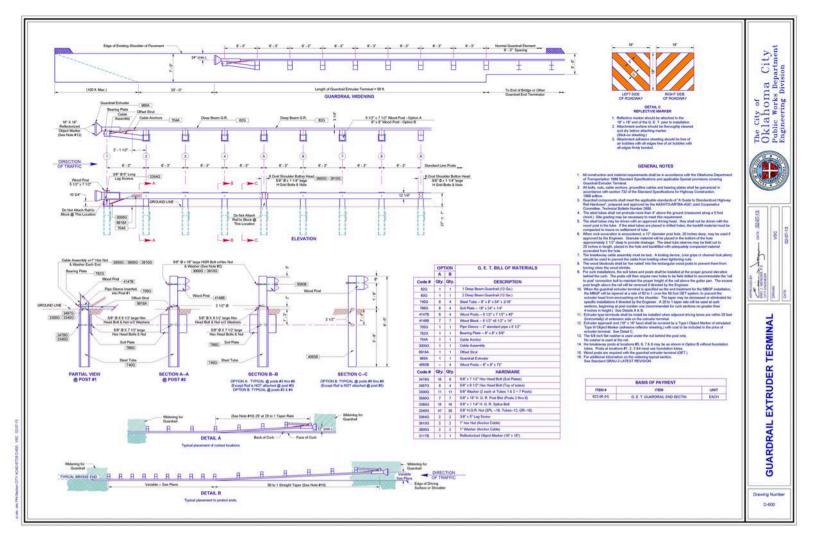
Place 1/2" premotide expansion material around Power Poles or other structures in waik, with all least 30" of clear travel space.
Expansion primarium diffatters 150", use 1/2". A 2"
Transverse Contraction prints maximum distance = 5", save cut or tool 12" deep.
Save cut prets wrbin 24 hours or 12 hours 1 temperature is above 80"F.
Maxima thoom family direse.

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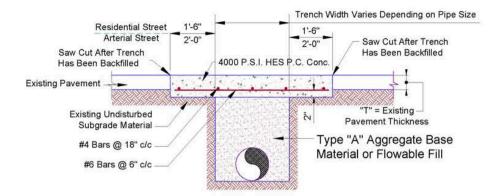
NOTES





UTILITY PAVEMENT CUT AND PERMANENT TRENCH REPAIR

TYPICAL REPAIR SECTION FOR CITY STREET

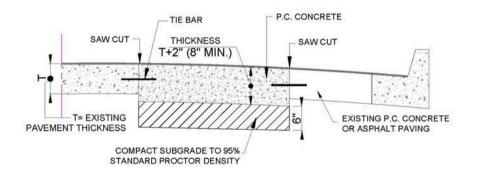


NOTES:

- 1. Aggregate base to be compacted 95% Standard Proctor Density in 6" lifts.
- 2. The City Engineer may require full P.C. Concrete panel replacement depending on street location and functional classification.
- 3. Thickness of repair shall be "T" + 2", but shall not be less than 10 inches.
- 4. The cost of saw cut, removal, rebar and placement of compacted back fill to be included in price bid per square yard of repair unless otherwise stated in the contract documents.
- 5. Use black colored concrete when repairing asphalt paving. Use Soloman Color's Color #920 and apply at 25 lbs per 2 CY of concrete..

PAVEMENT REPAIR DETAILS

P.C. CONCRETE PAVING



NOTES:

- 1. Remove existing concrete paving, to be included in price. Partial panel replacement not permitted, saw cut should be included in price.
- 2. When utility trench is the reason for pavement repair, see typical permanent repair section for details on reinforcing steel, backfill material. and trench width, elc.
- Tie bars to be 1" dia. deformed bars (11" dia. for pavement 8" thick and greater) 18" length and spaced at 18" centers. Anchored with epoxy.
- 4. For Transverse joints, use smooth bars with same dimensions as in note #3.Only One end anchored with epoxy
- 5. Concrete panel to be double sawed 6" apart to protect 1he pavement edge during excavation.
- 6. Use black colored concrete when repairing asphalt paving. Use Soloman Color's Color #920 and apply at 25 lbs per 2 CY of concrete.