



Document Guide

Permits

Document Type	Document Definition	Notes (*)	Banner (BN)	Construction Staging (Barricade) (CS)	Construction Staging (Machinery) (CS)	Construction Staging (Materials Staging) (CS)	Construction Staging (Scaffolding) (CS)	Curb Cut (CC)	Opening (OP)	Pole (PL)	Sidewalk Repair (SIDE)
Bond	A copy of the contractual agreement guaranteeing the integrity and life of work for a period; see the <i>ROW Fee Schedule</i> for bond amount and period	*Contractors can request to maintain an annual bond in the amounts listed in the <i>ROW Fee Schedule</i> . If approved by DOMI, a bond is not required with the permit application.		Required*					Required*	Required* (if excavation)	
Insurance Certificate	Proof of insurance; Must list the City of Pittsburgh as additionally insured; see the <i>ROW Fee Schedule</i> for insurance limits.	*Contractors may maintain an annual General Liability insurance in the amounts listed in the <i>ROW Fee Schedule</i> . In these cases, the insurance certificate is not required with the permit application.	Required	Required*	Required (if permit for a crane)	Required*	Required*		Required*	Required* (if excavation)	Required
Site Plan	A scaled plan prepared by a licensed professional that shows the location, extent of work within the right-of-way (ROW), and all fixtures installed in the ROW (utility poles, street signs, fire hydrants, steps, etc); provide as 11" x 17"			Optional				Required			Optional at application, may be required for issuance
Work Zone Diagram	A diagram detailing relevant features of the work within the ROW			Required	Optional	Optional	Optional				Required (can be replaced with a ROW Improvement Plan or Site Plan)
Maintenance and Protection of Traffic (MPT) Plan	A plan of how to mitigate negative effects on nearby automotive and/or pedestrian traffic			Optional at application, may be required for issuance			Optional at application, may be required for issuance		Optional at application, may be required for issuance	Optional at application, may be required for issuance	
Utility Survey (or Proof of Utility Coordination)	Survey of all known utilities and letters from affected utilities stating that there is no objection			May be requested	May be requested	May be requested	May be requested		May be requested	May be requested	
Other Plans	Other plans as required, such as a Construction Management Plan (CMP) or approved ROW Improvement Plan		Optional (plan showing location of banners)	Optional					Required (when multiple openings on one application - see Opening Permit information sheet for requirements)	Required (when multiple poles on one application - see Pole Permit information sheet for requirements)	
Picture	A photograph of relevant items documenting the condition of the ROW; should identify the presence of all fixtures and furnishings in the ROW that might conflict with the permitted activity		Required (picture of banner design)					Required (document existing conditions - see Curb Cut Permit information sheet for requirements)			Required (document existing conditions - see Sidewalk Repair Permit information sheet for requirements)
DOMI Supplemental Document	Additional requirements specific to permit type		Required (for annual banners - letter of Art Commission approval)					Required, when applicable (letter requesting exception if proposed curb cut does not meet City's specifications - see information sheet)			



Document Guide

Plan Review

Document Type	Document Definition	Notes (*)	Encroachment (EN)	ROW Improvement Plan (ROW)	Furnishing (FN)	Street Vacation (VAC)
Application	Application form required by DOMI		Required	Required (<i>for street dedication</i>)	Required	Required
Insurance Certificate	Proof of insurance; Must list the City of Pittsburgh as additionally insured; see the <i>ROW Fee Schedule</i> for insurance limits.		Optional at application, required for issuance		Optional at application, required for issuance	
Site Plan	A scaled plan prepared by a licensed professional that shows the location, extent of work within the right-of-way (ROW), and all fixtures installed in the ROW (utility poles, street signs, fire hydrants, steps, etc); provide as 11" x 17"		Required		Required	Required
Maintenance and Protection of Traffic (MPT) Plan	A plan of how to mitigate negative effects on nearby automotive and/or pedestrian traffic			Optional at application, may be required for issuance		
Utility Survey (or Proof of Utility Coordination)	Survey of all known utilities and letters from affected utilities stating that there is no objection		Optional at application, may be required for issuance	Optional at application, may be required for issuance	Optional at application, may be required for issuance	Required
Other Plans	Other plans as required, such as an engineering survey or approved ROW Improvement Plan		Required (<i>see information sheet for requirements</i>)	Required (<i>see information sheet for requirements</i>)		
Legal Description	A statement of metes and bounds prepared by a licensed surveyor		Required			Required
DOMI Supplemental Document	Additional requirements specific to plan type		Optional (<i>letter of Art Commission approval</i>)		Optional (<i>letter of Art Commission approval</i>)	Required (<i>notarized petition expressing support from property owners adjacent to the proposed vacation</i>)