

**INFRASTRUCTURE SERVICES DEPARTMENT
PUBLIC WORKS DIVISION**

PERMIT NO. _____ DATE: _____, 20____

Permission is hereby requested to install the following activity within the public right-of-way of Bexar County:
(Circle Only One)

Driveway/Flatwork **Median Modifications/Auxiliary Lanes** **Misc:** _____

Other: _____

Address (Street, Road, or Lot/Block#): _____

Subdivision: _____ Ferguson Map #: _____ Grid #: _____

The activity shall be done in accordance with the regulations of Court.

POLICIES AND PROCEDURES

- All underground utilities shall have a **MINIMUM 30 inches of cover.**
- For driveway inspections, inspectors have **48 hours** from receipt of notification to do an inspection.
- Notify the Inspection Section at **210-335-6700** with permit number at least **24 hours** before starting the activity. No inspection shall be made without a permit.
- Permit expires **six (6) months** from the date of approval.
- Permit fee is non-refundable. No consideration shall be made for duplicate permits.
- Contractor will furnish and maintain all required traffic control devices, per Texas Manual on Uniform Traffic Control Devices (TMUTCD), to properly warn, guide, and control traffic at all times during construction.
- Any deviation from the above Polices and Procedures shall be approved by Development Services before applying for a permit.
- Property owner shall be responsible for the maintenance of the driveway approach and sidewalks.
- All damaged pavement shall be reconstructed to existing or better condition. Limits of reconstruction shall be determined by the Development Services Engineer or Inspector.

Approved and permission granted:

Permit Fee: _____

Inspection Date: _____

Inspected By: _____

REMARKS: THE CONTRACTOR, UTILITY COMPANY, OR OWNER WILL BE RESPONSIBLE FOR ALL COST ASSOCIATED WITH THE CORRECTION OF UNSATISFACTORY WORK IF THE WORK MUST BE CORRECTED BY BEXAR COUNTY.

COMMENTS: SEE ATTACHED SPECIFICATIONS; _____

**BEXAR COUNTY INFRASTRUCTURE SERVICES DEPARTMENT
PUBLIC WORKS DIVISION**

TRAFFIC CONTROL REQUIREMENTS FOR ALL PERMITS TO INSTALL UTILITIES OF ANY KIND WITHIN BEXAR COUNTY RIGHT-OF-WAY ARE APPROVED BASED UPON ONE OF THE FOLLOWING REQUIREMENTS. THE APPROPRIATE COMMENT WILL BE INDICATED AT THE BOTTOM OF THE PERMIT, INITIALED AND DATED BY THE TRAFFIC SAFETY REPRESENTATIVE.

COMMENT 1: All road crossings will be bored. No open cuts will be permitted on any paved roadway, curb, sidewalk, or driveway. Contractor will furnish and maintain all required traffic control devices, including flagmen when necessary, per Texas Manual on Uniform Traffic Control Devices (TMUTCD) and as directed by Engineer, to properly warn, guide, and control traffic at all times during construction.

COMMENT 2: For all road crossings, Contractor will maintain at least one (1) 12-foot traffic lane, controlled with flagmen, during working hours and open the roadway up to two (2) traffic lanes (24 ft.) during all non-working hours. Contractor will furnish and maintain all required traffic control devices, per TMUTCD and as directed by Engineer, to properly warn, guide, and control traffic at all times during construction.

COMMENT 3: Contractor will furnish and maintain all required traffic control devices, including flagmen when necessary, per TMUTCD and as directed by Engineer, to properly warn, guide, and control traffic thru or around the construction area at all times during construction.

COMMENT 4: When a driveway culvert is required, the minimum pipe size for the culvert shall be 15 inches, unless determined in the field or during the permit review that a larger diameter pipe is required. Larger pipes will be required if existing culverts in the vicinity of the proposed driveway are larger.