

## **PERMIT FOR PRIVATE PROPERTY PAVING**

APPLICANT TO PROVIDE ALL INFORMATION IN BLANK AREAS  
CITY TO FILL IN SHADED AREAS

<b>PERMIT NUMBER: PENG-_____</b>	
<b>A. PERMITTEE:</b> ( _____Property Owner/Developer, _____Contractor)	
_____ (COMPANY NAME)	_____ (OFFICE TELEPHONE NUMBER)
_____ (ADDRESS)	_____ (OFFICE FAX NUMBER)
_____ (CITY, STATE, ZIP CODE)	_____ (24 HOUR EMERGENCY PHONE)
_____ (CONTACT PERSON)	_____ (E-MAIL ADDRESS)
<b>B. DETAILED DESCRIPTION OF PAVING CONSTRUCTION OPERATION(S):</b> <i>(Include Size, Pavement Type, Dimensions, Type of Facility and Restoration, blockage, traffic control, parking meters etc.)</i>	
<i>It is the obligation of the applicant to satisfactorily describe site drainage and install all necessary features to control site runoff as part of this permit. A plan which clearly shows all site grading and drainage features must be attached. An As-Built plan showing the as-constructed grades is required prior to permit closeout.</i>	
<b>C. LOCATION OF CONSTRUCTION OPERATION(S): (BE SPECIFIC)</b>	
<b>D. ISSUE DATE:</b>	<b>E. EXPIRATION DATE:</b>

TO BE COMPLETED BY CITY:			
<b>F.</b>	<b>ESTIMATED INSPECTION FEE:</b>	\$	(    HRS @ \$*    /HR)
	1. Additional Inspection Fees Due City	\$	(    HRS @ \$*    /HR)
	2. Inspection Fee Reimbursement	\$	(    HRS @ \$*    /HR)
<i>*Refer to the City of Royal Oak Engineering Division Fee Schedule</i>			
<b>G.</b>	<b>PERMIT FEE:</b>	\$	
	Document Scanning and Storage Fee	\$	(    SHEET(S) @ \$2/SHT)
			ACCOUNT NO. 101.000.47824.____
<b>H.</b>	<b>TOTAL PERMIT &amp; INSPECTION FEE:</b>	\$	
	(To be determined when permit work is completed)		ACCOUNT NO. 101.000.47824.____
<b>I.</b>	<b>CASH BOND:</b>	\$	
	(20% OF ESTIMATE OF COST)		ACCOUNT NO. 101.000.28308.____
	<b>OR</b>		
	<b>IRREVOCABLE LETTER OF CREDIT:</b>	\$	[# _____]
	<b>SURETY BOND (OVER 1<sup>ST</sup> \$100,000):</b>	\$	[# _____]
<b>J.</b>	<b>FEE PROVIDED BY:</b>		
	(If different than Permittee)	NAME:	
		ADDRESS:	
<b>K.</b>	<b>CHECK LIST:</b>		
	<input type="checkbox"/> APPROVED PLAN (ALWAYS REQUIRED)		<input type="checkbox"/> LETTER OF CREDIT # _____
	<input type="checkbox"/> LIEN FOR FUTURE STORM WATER DETENTION		EXPIRATION DATE _____
	<input type="checkbox"/> ESTIMATED INSPECTION FEE		<input type="checkbox"/> CASH BOND
	<input type="checkbox"/> PERMIT FEE		<input type="checkbox"/> AS-BUILT DRWG TO CITY ENGINEER

The Permittee hereby agrees that it will diligently prosecute the above described operations authorized by this permit in accordance with the approved plans and details submitted for this project and as stipulated in this contract.

\_\_\_\_\_  
 Permittee:                      Signature

\_\_\_\_\_  
 City Engineering Department

\_\_\_\_\_  
 Permittee:                      Printed Name

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Date

Cc:      Building Department

1-ENG, 2-PERMITTEE, 3-TREASURER



## **CLOSEOUT FORM FOR PRIVATE PROPERTY PAVING PERMIT**

*To be delivered to the City of Royal Oak office listed above upon completion of project*

Date: \_\_\_\_\_

Permit Coordinator:

\_\_\_\_\_ has completed the work covered under

*(Permittee)*

Private Property Paving Permit Number \_\_\_\_\_,

At the property address of: \_\_\_\_\_.

1. Please perform final inspections as necessary.
2. Please refund any unused inspection fees.
3. Please: *(choose one)*
  - a. Refund the cash bond amount: \$ \_\_\_\_\_
  - b. Return/relinquish the Letter of Credit # \_\_\_\_\_ in the amount of \$ \_\_\_\_\_ used to bond the project.

\_\_\_\_\_  
Permittee Name:

\_\_\_\_\_  
Permittee Signature:

<b>OFFICIAL CITY USE</b>	
Y   N	
[ ] [ ]	Final Inspection
[ ] [ ]	Punch List items (see attached)
[ ] [ ]	Second Inspection
[ ] [ ]	OK to refund fees/Return Bonds
[ ] [ ]	As-Builts received (when required)
	Permit hours used: _____
	Permit fee refund: _____
	_____ <i>City Engineering Division</i>
	_____ <i>Date</i>

Cc: Finance Department