

# Utility Permit Instructions

(for Utility Companies)  
Revised 06-21-16

Anyone interested in installing, replacing, or maintaining any utilities on the North Dakota Department of Transportation right-of-way must ask for NDDOT permission and follow all requirements as stated in [A Policy for Accommodation of Utilities on State Highway Right-of-Way](#). Utility work within the NDDOT right-of-way will not be allowed without an approved permit.

<http://www.dot.nd.gov/manuals/environmental/policy-utilities-state-row.pdf>

A utility permit must be completed and mailed, along with your certificate of insurance form, risk management appendix form (from district), insurance coverage consistent with contract letter and detailed drawings (plan view location maps), to the NDDOT district office for approval (see utility permit contact list).

After approval and receipt of permit fee, the NDDOT district office will send the utility company a copy of the approved permit. No construction or digging may take place within the NDDOT right-of-way until the utility permit has been approved by the NDDOT district office.

## Permit Workflow Overview

1. Utility owner submits draft application and maps - Signatures are not needed at this time. Utility owner should submit this draft application electronically.  
**The draft application must be submitted as a form. Be sure to use the “save” tool. Do not print the form to a different pdf. The Utility Coordinator will need to fill out their information on this form.**
2. NDDOT reviews and comments on application and maps – They will provide utility owner with additional guidance, risk management appendix, insurance coverage consistent with contract letter, calculated fee amount, calculated reference point and offsets, and additional supplemental terms and conditions (if applicable). At this time the NDDOT will provide at least one of the following tracking numbers; RIMS document number, contract number, district tracking number. The remaining tracking numbers will be entered after the permit is signed.
3. Utility owner reviews additional information (appended permit), signs permit application, signs insurance coverage consistent with contract letter, and provides fee.  
**The appended permit should be sent to district utility coordinator as shown on the utility permit contact list.**
4. NDDOT will review returned information and may approve if applicable. The permit is not approved until the NDDOT signs the permit and sends a copy to the utility owner.

## Utility Occupancy Application and Permit

The following is guidance on completing the Utility Occupancy Application and Permit form.

All information for authorized utility agent, preparer - consultant and utility contractor must be complete. The company name for all 3 could potentially be the same.

The authorized Utility Agent is someone from the utility company. The Authorized Utility Agent is an Owner, Partner, Corporate President, Vice President or Corporate Officer.

The Utility Permit and the “Insurance Consistent with Contract Letter” could be signed by different utility company representatives with different levels of authority. The Utility Permit requires a higher level of authority. A company executive authorized to execute contract documents can sign an “Insurance Consistent with Contract Letter”, but they might not have the authority to sign a utility permit. The utility permit specifically requires an Owner, Partner, Corporate President, Vice President, or Corporate Officer signature. An Authorized Utility Agent can sign both “Insurance Consistent with Contract letter” and the Utility Permit.

The preparer – consultant is usually the first contact the NDDOT will use if there is a problem processing the permit.

The utility contractor is usually the first contact the NDDOT will use if there is a construction concern.

The utility location tables (page 3 of permit) are used to relate the utility maps with a NDDOT highway reference (route index) system and computer application. The system is based on reference markers. The reference markers are the small green signs along the highway. In general, they mark 1-mile intervals along the highway. Separate permits are required for separate highways. The tables are used to describe utility installations in segments which can easily be associated with the reference system and programmed into the computer application. Three locations are used for each segment: approximate overall location, beginning of segment, and end of segment.

Example

<b>X</b>	Highway Number 83	Utility Location <input checked="" type="checkbox"/> Along or <input type="checkbox"/> Across		<b>For State Use Only</b>				
	Nearest City or Hwy Jct. Jct US 83 and ND 36	Direction (N, S, E, W) South	Approximate Miles From 6	<b>Begin</b>		<b>End</b>		
	Reference Marker 105	Direction (N, S, E, W) South	Longitudinal Offset (feet) 1523	Location Number 1	Reference Pt 104	Offset 0.7149	Reference Pt 104	Offset 0.9067
<b>Begin</b>	Direction From Centerline (N, S, E, W) West	Lateral Offset (feet) 170	<b>End</b>	Reference Marker 105	Direction (N, S, E, W) South	Longitudinal Offset (feet) 510	Direction From Centerline (N, S, E, W) West	Lateral Offset (feet) 170
<b>ADD UTILITY</b>								

The approximate location is used to describe the segment location terms that are easily recognized with a basic map. This segment is located approximately 6 miles south of the Junction of US 83 and ND 36.

The beginning and ending segments are recorded in a similar fashion, but need to be more accurate (recorded in feet). The longitudinal offset is the distance from the reference marker measured parallel to the highway centerline. This segment starts 1523 feet south of reference marker 105 and ends 510 south of reference marker 105.

The NDDOT will calculate the begin reference point and end reference point for the permit. These values are adjusted to work with the NDDOT linear route system. It is seldom exactly a mile between reference points. The NDDOT will look up the actual interval (in this case it is 1.0033 miles between RP 104 and 105) and use it in the calculation.

$$1.0033 \text{ miles} - 1523 \text{ feet} = 0.7149 \text{ miles}$$

$$1.0033 \text{ miles} - 510 \text{ feet} = 0.9067 \text{ miles}$$

Therefore the begin reference point is 104 with offset 0.7149 and the end reference point is 104 with offset 0.9067. Reference point offsets are always described from the preceding reference point and measured forward.

The lateral offset is the distance between the utility and the roadway centerline measured perpendicular to the roadway centerline. In this example the beginning of the utility segment is offset 170 feet to the west of centerline and the end of the utility segment is offset 170 feet to the west of centerline.

The “Add Utility” box is part of the electronic form. Clicking on this box will add another table for multiple utility segments. The box on the left of the table marked with an “X” will delete the table.

### Risk Management Appendix

The NDDOT will send the utility owner the Risk Management Appendix after the draft application has been reviewed.

### Insurance Coverage Consistent with Contract Letter

The NDDOT will also send the utility owner the coverage consistent with contract letter. The insurance coverage consistent with contract letter should be completed by the utility owner and returned to the NDDOT with the certificate of insurance. At least one of the following tracking numbers will be provided on the letter: RIMS document number, contract number, or District tracking number. The authorized utility agent signature must be included on the returned letter. The authorized utility agent, as shown in the permit, should be the person signing the insurance coverage consistent with contract letter.

### Certificate of Insurance

As part of the risk management appendix, a certificate of insurance needs to be submitted with a utility permit.

### Long Range Planning

This step is not directly required for processing a utility permit. This step is intended to promote early coordination on projects that could affect both future and existing utility installations. The NDDOT has a “State Transportation Improvement Program” (STIP). The STIP can be used to identify future NDDOT project locations that may overlap your utility installations. In most cases early coordination between Utility Companies and the NDDOT can improve both organization’s improvement plans. Both Utility Coordinators and Utility Company Planners should review the STIP for potential coordination opportunities.

<http://www.dot.nd.gov/manuals/programming/STIP/finalstip20162019.pdf>

If a proposed utility installation overlaps a proposed highway improvement area, the Utility Coordinator will discuss the installation with the District Engineer and they may provide additional comments or direction to the Utility Company.

If the Utility Company is planning an installation at a location where they don't have previously NDDOT permitted Utilities in close proximity, the Utility Coordinator should contact the Utility Engineer so that the Utility Company is included in project solicitation of views. Utility companies that have existing NDDOT permits within proposed project limits will programmatically be included in the solicitation of views.