HOW TO OBTAIN RIGHT-OF-WAY PERMIT WITHIN MARION COUNTY

- **The applicant must have a permit for all activities located within the right-of-way such as: excavations, use, obstruction, trenching, boring, etc.**
- The applicant must submit a fully completed Right-of-Way Use or Excavation permit application, via our on-line system, Accela Citizen Access Portal. Incomplete applications cannot and may not be accepted. ALL PERMIT REQUESTS ARE TO BE SUBMITTED VIA THE ACCELA CITIZENS ACCESS PORTAL.
- The applicant must be a licensed, bonded, and insured ***General Contractor*** within Marion County to obtain permits to excavate within public right-of-way. The applicant must have the General Contractor's Business License Number and an Authorized Agent License Number to submit for a Right-of-Way Excavation Permit.
- The applicant is not required to be a licensed General Contractor to obtain Right-of-Way ***Use*** (no excavations) permits.
- A unique scope of work site plan drawing is required for each permit submission. **Site plans should only show the scope of work that is covered by the requested permit and not necessarily the entire project**. All excavations must be called out and affected utilities or public/private facilities must be represented. Changes to scopes of work are common after work has commenced, so to remain in compliance all adjustments must be reported to DBNS so proper permit edits may be made.
- A separate permit is required for each distinct location where work is taking place. If you are submitting for a large project, for example street resurfacing or underground fiber optic installation, you are limited to no more than 1500' continuous increments on each application within the same general location. This scope of work is based on the limits of an 811 utility locate ticket.
- An exact legal address of the parcel *nearest* to the location where the work is taking place is required on each application.
- If the right-of-way use or excavation work is part of a city or State of Indiana Project, the applicant is to have the identifying project number, project name, project manager's name and contact phone number in order to obtain a ***gratis*** permit. Failure to provide the required information will result in a denied permit.
- A permit submission must accurately represent the project's impact on the regular use of the right-of-way, and it must include a Maintenance of Traffic Plan that is compliant with the federal *Manual for Uniform Traffic Control Devices*. This includes, but is not limited to, disruptions to the regular traffic flow of the following: sidewalks, traffic lanes, bicycle lanes, greenways, bus lines or stops, etc.
- The Maintenance of Traffic plan should represent the placement of all major temporary traffic control devices.

- Appropriate measures adhering to ADA & ABA guidelines must be taken to reroute or accommodate all persons walking or rolling within the right-of-way.

- The applicant must identify the exact date or date range for which the work will take place. A permit can be extended ***one*** time only before the date the permit is due to expire. Payment of additional permit fees may be required. The permit extension or amendment must be submitted using the Amendment / Extension Form. A new application and permit will be required for any subsequent extensions.

- The applicant must specify if they will be restricting access to: ParkIndy (Meters) IndyGo (Busses), Cultural Trail or any other Trails. Applicants are not to remove any parking meters without first obtaining a permit and second, having notified BNS to have the meter software removed prior to removal. Applicants are responsible for any fees related to the parking meters being out of service, including meter and paybox reinstallation fees.

- All metered parking enforcement within the city has been outsourced to a third-party vendor, meaning no exemptions can be made for fee waivers. This applies to ALL applicants, including those permit types typically issued *gratis* by DBNS.

- All work within a public right-of-way for which a right-of-way excavation permit is required shall be performed in accordance with, and conform to, the Regulations for Activities in the Public Right-of-Way Standards (Indy DPW *Transportation Section Standards Manual,* Chapter 200). All restorations & improvements to the city right-of-way must adhere to DPW design standards.

- The permit holder/contractor is responsible for always having uniformed police officers at the site during work hours within Regional Center. All such officers shall have Indiana Law Enforcement Association Certification (ILEA) or Indiana Police Department (IPD) Academy training. The number of officers required will be determined by the Division and/or IMPD. **(Regional Center: The area which is bordered by and includes the following streets and public right-of-way: Sixteenth [16th] Street on the north, I-65/I-70 on the east, Morris Street on the south and the Belt Railroad on the west. In addition, the area also includes one-half block to each side of Meridian Street from Sixteenth [16th] Street through Thirtieth [30th] Street.)

- To apply for a total road closure permit, the applicant must submit a site plan/map as well as a detailed mapped or written description of a detour route, with step-by-step directions of traffic detour. The application must be submitted for review and approval two (2) weeks prior to the start date and post signs to inform the public. The applicant must notify all affected businesses, churches, schools, residences, and emergency services of the closure and provide to BNS written confirmation of such notification.

- **All excavation permits must be activated for inspection 24 hrs. prior to the commencement of work. The phone number listed on the back of the permits must be called to activate the permit**. The phone number is (317) 3275525. Per Regulations, you are not to activate the permit until work is ready to start.

- YOU MUST CALL 811 PRIOR TO THE EXCAVATION TO HAVE ANY AND ALL UTILITIES MARKED. THIS IS A STATE LAW (**IC 8-1-26)** AND IS SUBJECT TO FINES BY BOTH THE STATE AND UTILITIES FOR ANY DAMAGES ON LINES THAT HAVE NOT BEEN MARKED. https://indiana811.org/ TO REQUEST LINES TO BE MARKED OR CALL 811

INDIANAPOLIS
BUSINESS & NEIGHBORHOOD SERVICES

RESOURCES

- For guidance on temporary traffic control measures, the federal ***Manual on Uniform Traffic Control Devices: Part 6 – Temporary Traffic Control*** can be found here:
    - https://mutcd.fhwa.dot.gov/kno_11th_Edition.htm

- The Indiana Supplement to the federal MUTCD can be found here:
    - https://www.in.gov/dot/div/contracts/design/mutcd/2011MUTCD.htm

- For guidance on regulations for activities within the right-of-way, please refer to **Chapter 200 (Activities in the Public Right of Way)** of the Indianapolis DPW ***Transportation Section Standards Manual (June 2025)***:
    - https://us-east-1-indy.graphassets.com/ActDBC5rvRWeCZlNNnLrDz/cmbpfkgjy2tbz07k8rywfr61t