

HIGHWAY OCCUPANCY PERMIT CHECKLIST

MINOR AND MAJOR COMMERCIAL AND RESIDENTIAL DEVELOPMENTS DEVELOPMENT REVIEW COMMITTEE (DRC) PROJECTS

COMPLETE

- ___ FINAL APPROVAL FROM THE DEVELOPMENT REVIEW COMMITTEE
- ___ APPLICATION FEE (PAGE 16)
- ___ PERMIT FEE (PAGES 29-30)
- ___ CERTIFICATE OF INSURANCE (PAGES 17-19)
THE COUNTY IS TO BE NAMED AS:
 - “CERTIFICATE HOLDER”
 - “ADDITIONAL INSURED”
 - “PROVIDE ADDITIONAL INSURED ISO ENDORSEMENTS CG 2010 AND CG 2037 OR EQUIVALENT
- ___ PERFORMANCE GUARANTEE (PAGES 16-17)
- ___ DETAILED TRAFFIC CONTROL PLAN (PAGES 12-13)
- ___ COMPLETED APPLICATION

RESIDENTIAL CONSTRUCTION AND UTILITY OPENINGS

- ___ APPLICATION FEE (PAGE 16)
- ___ PERMIT FEE (PAGES 29-30)
- ___ CERTIFICATE OF INSURANCE (PAGES 17-19)
THE COUNTY IS TO BE NAMED AS:
 - “CERTIFICATE HOLDER”
 - “ADDITIONAL INSURED”
 - “PROVIDE ADDITIONAL INSURED ISO ENDORSEMENTS CG 2010 AND CG 2037 OR EQUIVALENT
- ___ PERFORMANCE GUARANTEE, IF REQUIRED (PAGES 16-17)
- ___ FOUR (4) DETAILED PLANS OF WORK TO BE PERFORMED
- ___ DETAILED TRAFFIC CONTROL PLAN (PAGES 12-13)
- ___ COMPLETED APPLICATION

NO WORK IS TO BEGIN UNTIL THIS APPLICATION IS APPROVED.

IF THERE SHOULD BE ANY QUESTIONS, PLEASE CALL THIS OFFICE AT (609) 645-5973.