



10 E. Church Street  
Bethlehem, PA 18018

# CITY OF BETHLEHEM

## DEPARTMENT OF PUBLIC WORKS

### ENGINEERING PERMIT APPLICATION

<b>APPLICANT INFORMATION</b>	Name of Applicant					
	Address					
	Phone #		Fax #		Email	

<b>CONTRACTOR</b>	Name of Contractor					
	Address					
	Phone #		Fax #		Email	

<b>WORK INFORMATION</b>	On-site Contact Person	Name		Cell Phone		
	Description of Work/Project					
	Permit Address (location of work/project)	_____ Owner of the Property: _____				
	Date of Work/ Dates of Usage	<input type="checkbox"/> Start Date: _____ <input type="checkbox"/> Will Call FROM _____ TO _____				
	Check all that apply	<input type="checkbox"/> San Sewer <input type="checkbox"/> Storm Sewer <input type="checkbox"/> Water <input type="checkbox"/> Driveway <input type="checkbox"/> Sidewalk Closure <input type="checkbox"/> Street Closure <input type="checkbox"/> Curb <input type="checkbox"/> Sidewalk <input type="checkbox"/> Sign (Sandwich Board) <input type="checkbox"/> Moving Pod <input type="checkbox"/> Dumpster <input type="checkbox"/> Right-of-Way <input type="checkbox"/> Encroachment <input type="checkbox"/> Warrant of Survey <input type="checkbox"/> Excavation (in road) <input type="checkbox"/> Excavation (out of road) <input type="checkbox"/> Degradation <input type="checkbox"/> Utility Pole/Guy Wire <input type="checkbox"/> Table/Chairs in ROW <input type="checkbox"/> Handi-Cap Ramp <input type="checkbox"/> Activity/Event in ROW				
	Road Closure/Lane Restrictions? TRAFFIC SUPERINTENDENT 610-997-7960	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please list below streets/locations to be closed and/or any lane closures, or Impacts to parking, must be approved by the Traffic Superintendent PRIOR to impacting Traffic.				
	PA One Call Dig #					
Tree/Tree Roots?	<input type="checkbox"/> Yes <input type="checkbox"/> No Tree or Tree Root Pruning and/or Removal involved? SEE CITY FORESTER 610-865-7073 Permit: _____ <i>*see Notice to Applicants, number 3.</i>					

**Sketch:** Please draw a detailed sketch of proposed work to be done or attach a sketch. Include location of any trees (which may be impacted by the proposed work).

<b>INSURANCE INFORMATION</b>	Name of Insurance Carrier	
	Agent/Broker	
	Phone #	
	Address	

**NOTICE TO APPLICANTS**

- |   |  |
|---|--|
| 1 | By signing this application, the applicant agrees to the conditions on page 1 and to the rules on pages 3 and 4.   |
| 2 | No permit shall be issued for the opening and digging up of any street or public right of way in the City between December 1 of any year and March 1 following, except to repair leaking and damaged water pipes, gas pipes, sewer or drain, or such other work deemed necessary and essential by the City Engineer, and then only with the issuance of a permit and written consent of the City Engineer. |
| 3 | If trees or tree roots are impacted, a separate permit from the Bureau of Urban Forestry is required. Tree roots shall be exposed with hand tools or an air spade in such a manner as to not cause damage or destroy any tree in the public area. Per Article 910 City Codified Ordinance.   |

**ALL REQUESTS ARE SUBJECT TO APPROVAL BY THE CITY OF BETHLEHEM**

1 Whoever violates any provision of City Ordinances, shall, upon conviction thereof, be subject to all associated fines, costs, and penalties. In the case of a permittee's violation of any provisions of these ordinances, the individual designated upon the permit as the responsible party shall be considered the violator.

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I hereby certify that all information on this form is correct and accurate. Any error, misstatement or misrepresentation with or without intention can result in revocation of this permit. I agree to indemnify and hold harmless the City of Bethlehem, its employees, agents, officials, representatives, attorneys and assigns from any and all liability, both negligent and non-negligent arising directly or indirectly out of any activities that occur in connection with this event, or out of the acts, errors, or omissions of the undersigned.

Print Name		Date	
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Signature of Applicant	
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- For Use by City of Bethlehem Only -

Insurance Received	<input type="checkbox"/> Yes	<input type="checkbox"/> No	C+ Permit #:	Received by:
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Comments / Notes:

- |                                 |                |               |                      |
|---------------------------------|----------------|---------------|----------------------|
| <u>SPONSORING ORGANIZATION:</u> | <b>GRANTED</b> | <b>DENIED</b> | <b>NOTAPPLICABLE</b> |
| <u>BUREAU OF ZONING:</u>        | <b>GRANTED</b> | <b>DENIED</b> | <b>NOTAPPLICABLE</b> |
| <u>BUREAU OF TAX:</u>           | <b>GRANTED</b> | <b>DENIED</b> | <b>NOTAPPLICABLE</b> |
| <u>PARKING AUTHORITY BY:</u>    | <b>GRANTED</b> | <b>DENIED</b> | <b>NOTAPPLICABLE</b> |
| <u>POLICE DEPARTMENT BY:</u>    | <b>GRANTED</b> | <b>DENIED</b> | <b>NOTAPPLICABLE</b> |
| <u>BUREAU OF HEALTH:</u>        | <b>GRANTED</b> | <b>DENIED</b> | <b>NOTAPPLICABLE</b> |
| <u>TRAFFIC COORDINATOR:</u>     | <b>GRANTED</b> | <b>DENIED</b> | <b>NOTAPPLICABLE</b> |
| <u>HARB/COMMITTEE/COUNCIL:</u>  | <b>GRANTED</b> | <b>DENIED</b> | <b>NOTAPPLICABLE</b> |
| <u>BUREAU OF FIRE:</u>          | <b>GRANTED</b> | <b>DENIED</b> | <b>NOTAPPLICABLE</b> |
| <u>APPROVAL:</u>                | <u>DATE:</u>   |               |                      |

GENERAL RULES  
RELATIVE TO RIGHT-OF-WAY PERMIT

1. Application for a permit other than bus shelters must be filed **no less than 5 days nor more than 60 days prior to the date of the commencement** of the usage period except for construction permit as noted in item 5 below. No permit application will be accepted for the same activity prior to the expiration of an existing permit except as noted in item 4 and the City's Codified Ordinance Article 721.
2. The applicant must provide proper insurance and show that the City has been named as an additional insured. Proper insurance shall be in the amount of One Million Dollars (\$1,000,000) General Liability unless otherwise approved by the Law Bureau. Applicant must provide a Certificate of Insurance verifying coverage. If at anytime during the life of the permit, applicant's insurance shall be canceled, this permit shall also be revoked.
3. Sidewalk Sales which are an extension of the primary activity inside the structure- A fee of \$25.00 is required for each permit application and the **term of each permit shall be 10 calendar days barring special circumstances** which shall be established prior to issuance of the permit.
4. Outdoor Dining- A fee of \$25.00 is required for each permit application and the **term of each permit shall be a calendar year**. For locations of outdoor dining within any historic district, as established by the City of Bethlehem, the furnishings and equipment, if any, for outdoor dining shall be subject to review and approval by the City.
5. Sidewalk vending permit applications shall be in accordance with Article 721.05. Design standards shall be subject to the review of the Committee and City Council.
6. Activity applicable to containers/dumpsters, building supplies, construction equipment, etc. Temporarily placed in the public right-of-way – Application for such permit shall be filed not less than 24 hours nor more than 30 days prior to the placement item. A fee of \$40.00 is required with each permit application and the **term of each permit shall be dependent on the activity but no less than 30 calendar days barring special circumstances**, which shall be established prior to issuance of the permit. The applicant must be the legal title property owner, or the contractor who is under contract with the legal title property owner. Scaffolding or lifts on the sidewalk may require pedestrian control signs. No pedestrians are permitted beneath the lift or boom. Permitted objects in the street shall be placed as close to the curb as possible and shall have reflective tape or devices on the street side. All such permits for construction purposes shall be approved by the Traffic Superintendent, Police Department prior to the issuance of the permit and all Traffic Control shall comply with Penn DOT publication 213. Any lane closures, road closures, or impacts to parking, must be approved by the City Traffic Superintendent prior to impacting traffic.
7. Non-Vending Activities- A fee of \$100.00 is required for each permit application and the **term of each permit shall be 10 calendar days barring special circumstances**.
8. Ice Cream Trucks and non-stationary vendors that need only to stop their vehicles from time to time to sell goods shall be required to obtain a permit, pay a fee of \$100.00 and provide a certificate of Insurance from a company acceptable to the Law Bureau providing liability coverage to the applicant and naming the City as an additional insured. The amount of the insurance shall be One Million Dollars (\$1,000,000). **The term of each permit shall be a calendar year**.
9. Municipal sponsored events- No fee is required for each permit application and the **term of each permit will be for the duration of the event** including reasonable preparation and take-down or restoration time.
10. Special Events, i.e. Musikfest, etc. – A fee of \$100.00 is required for each permit application. (except if the activity is an extension of the primary activity inside the adjoining structure) and the **term of each permit will be for the duration of the event** including reasonable preparation and take-down or restoration time. **Application must be filed no less than 15 days nor more then 60 days prior to the event**. Should this permit be issued to occupy a right-of-way included in the area of a Special Event, the applicant must comply with the guidelines set forth and be sanctioned by the sponsoring organization of the event. A special Event shall be defined when the following factors are present; (1) and organized event open to the public is scheduled to occur on the street in that block, (2) the event is expected to attract more than 10,000 people per day of the event and, (3) the use of the street for the event has been approved by City Council either by leasing the street to the sponsoring organization or by a resolution approving the event.

GENERAL RULES  
RELATIVE TO RIGHT-OF-WAY PERMIT

11. The permit is to be granted only to those persons who have legal title to the land directly abutting the area of the street, sidewalk, lane, alley, pavement, footway or right-of-way to be utilized or are lessees of such abutting land under a lease entered into at least Sixty (60) days prior to the day of application.
12. It shall be the applicant's responsibility to always maintain the permit use area of public right-of-way in an orderly manner. The applicant must agree to be responsible for and repair any damage including sidewalks caused by the applicant and/or other person performing as part of this permit.
13. No heavy and/or concentrated loads shall be placed on the sidewalk or any other public right-of-way that will cause any damage.
14. The issuance of a permit by the Department of Public Works to occupy a location in the public right-of-way shall not in itself supersede other applicable City Ordinances, such as those of Zoning, Health, Fire, noise, disorderly conduct and nuisances.
15. Should the application be for the purpose of the dispensing and/or consuming of food, beverage, including alcohol, the appropriate permits must be obtained. No such food beverage, etc. shall be dispensed in glass containers.
16. The issuance of a permit shall in no way allow the holder to move, remove, attach to, alter, etc. any trees, sidewalks, light standards, bollards or any other public street fixtures.
17. The structure and/or obstruction provided for by this permit shall not be a detriment to the area or a discredit to the City of Bethlehem and such determination shall be made by the Director of Public Works or his designee. No sign shall be erected on the permitted structure that exceeds the size of the permitted structure and is greater than 18" in height. Except when given special permission, no structure shall be constructed more than 7 days prior to the commencement of the event for which the structure is to be used and must be removed within 4 days after the event is over.
18. It is the applicant's responsibility to request NO PARKING SIGNS at the location requested on the permit.
  - a. A request to the City of Bethlehem Police Department for NO PARKING SIGNS for areas where 2-3 signs are needed.
  - b. A request to Public Works Traffic Bureau 48 HOURS NOTICE for NO PARKING SIGNS where more than 3 signs are required.
19. Failure to abide by any of the above rules shall be cause to revoke the permit without refund of the fee and may be subject to penalties as prescribed in Section 721.99 of the Codified Ordinances.

Rev. 1/3/11 Ord. 2010-30  
Rev. 1/10/17  
Last revised 2017