

PERMIT GUIDELINE SUPPLEMENT 99-1:

City of Cincinnati, Department of Transportation & Engineering Work Within Public Right-of-Way to Perform **Building Accessory Maintenance November 10, 1999**

These guidelines will clarify the process for obtaining permits from the City Engineer, to use public sidewalks or roads, to perform maintenance work on building accessories (signs, awnings, cornices, lighting, windows painting, etc.).

The primary objective for the Department of Transportation (DOT) to issue public right-of-way permits is to assure that the vehicular and pedestrian traveling public is not exposed to hazardous working conditions, the work is performed in a safe manner, minimize impact on local businesses, and to assure that public property is not damaged.

- 1. **No Permits** from the DOT will be required for maintenance work where the work is performed directly on or supported by light equipment (ladders, small lifting equipment, etc.) on the sidewalk, the work area is safely and properly controlled, a clear five foot wide pedestrian path is maintained, and the work duration does not exceed two hours. Access must be maintained to all affected businesses and tenants. The company performing the work is required to coordinate its work schedule with the Department of Transportation permit inspection office. Phone number (513) 352-3451.
- 2. A DOT Equipment Permit will be required for **Light Maintenance Work** (light bulb replacement, window cleaning, etc.) involving the use of a vehicle or equipment with a boom arm and/or outriggers that has an impact on pedestrian or vehicle traffic movement. A partial sidewalk closure will be permitted for only light maintenance work that can be confined next to the building and is not more than twenty feet above the sidewalk. The work area must be safely and properly controlled. A clear five foot wide pedestrian path must be maintained. Access must be maintained to all affected businesses and tenants. No drawing is required.
- 3. A DOT Equipment Permit will be required for **Heavy Maintenance Work** (painting; power washing; sign; awning; gutter; etc.; replacement/modifications; etc.) involving the use of a vehicle or equipment with a boom arm and/or outriggers that has an impact on pedestrian or vehicle traffic movement. A full sidewalk closure will be required for heavy maintenance work. A drawing will be required with the permit application, illustrating the location of the equipment and the maintenance of traffic and safety measures that will be put into place to support the work. The work area must be safely and properly controlled. Access must be maintained to all affected businesses and tenants unless other arrangements have been made with those persons.

Recommended: City Engineer	Date
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Approved: Director of Transportation & Engineering	Date