

APPLICATION FOR HIGHWAY OCCUPANCY PERMIT

Appl. No.	
	FOR DEPT. USE

Address Post Office Phone Phone Permit will be sent via e-mail if a valid e-mail address is provided. Permit Fee \$ Account No. Check or Money Order No. Check or Money	INSTRUCTIONS ON REVE Applicant/Owner	n 3 E	ENGINEE	RING DISTRICT_	Inspection	Inspection	Inspection
Post Office Phone	Applicatioowner			Application	•		
Post Office Phone	Address						
Email* Email* Email* Email* Email* Email*	Post Office	Zip Code					
Email* address is provided. Item Fee Permit Fee \$	Phone	*Permit will be sent via	Number of Units	1			
Accountly	Con all*		Item Fee				
Account No	Emaii"	address is provided.	nom r cc	Dayweit Fac &			
Authority part of the property reserved for a person with a disability or a severely disabled veteran? Yes No. No. No. No. No. No. No. No	County	· 					
Money Order No	Municipality			Account No			
Segment Offset(s) S.R. Segment Offset(s) Offs	Date work is scheduled to begin						
utility:	Approximate date when work will be completed_			Moriey Order No			
utility:	If utility: Opening over 36 sq. ft. along and/or acro	ss highway	FT.	(11, 01011, 050)	FT		FT
SAR Segment Offset(s) S.R. Segment Offset(s) T. S.R. Segm	If utility: 🗖 Installation 📮 Emergency Repair - E.P.C. No	Entry No	□ Repair □ Rep	lace Service Connec	ction or Discor	nnection 🖵 R	emoval
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GENERAL INSTRUCTIONS

PERMIT REQUIRED

Except as provided in 67 PA Code, Chapters 441 and 459, you must have a Highway Occupancy Permit in your possession while you work within State highway right-of-way where such work involves the following:

- 1. Construction or alteration of a driveway or local road.
- 2. Installation or replacement of utility facilities or other structures.
- 3. Opening of the surface.
- 4. Adjusting highway slope.

APPLICATION FORM

Visit PennDOT's ePermitting System website (https://www.dot14.state.pa.us/EPS/home/home.jsp) to submit applications on-line. This application form may be used in lieu of the on-line application.

Applications for driveway, local roads or other structures must be submitted in the name of the owner(s) of the property. Applications for utility facilities must be submitted in the name of the owner or operator of the facility.

Complete all items on this form. Describe in detail what work you intend to do, how you intend to perform the work, and the materials you intend to use.

To avoid work delays, submit your application to PENNDOT at least 30 days prior to the anticipated start of work.

This application form may also be used to apply for a name (Applicant) change, change of work, or time extension to the issued Permit prior to closeout, or to apply for an Emergency Permit Card (Form M-940) if not taking advantage of the Emergency Permit Certification through PennDOT's ePermitting System. An application for time extension must be applied for prior to the permit's expiration date.

PLANS

Submit ONE complete set of detailed plans of good quality with your application. The plans must clearly illustrate the location and pertinent dimensions of both the proposed installation(s) and related highway features, and must comply with Department Regulation 441.3 if a driveway or structure, or Department Regulation 459.3 if a utility.

FEE

Submit a check or money order with your application, payable to the Pennsylvania Department of Transportation, in accordance with the fees specified in Department Regulations (67 PA Code, Chapter 441 or 459).

ADDITIONAL PLAN REQUIREMENTS

TRAFFIC CONTROL PLAN: A Traffic Control Plan shall be submitted for all work on limited access highways and

whenever it will be necessary to either close any portion of a travel lane during the hours of darkness without work in active progress or detour traffic in order to perform the permitted work. All plans shall comply with section 6123 of the Vehicle Code and the

applicable provisions of 67 PA Code, Chapter 212, and Publications 212 and 213.

DRAINAGE: Submit a Drainage Impact Report (Drainage Control Plan) with your application if your

work will result in an increase in the flow (in cubic feet per second) of water onto the highway or into highway drainage facilities, or if there will be an increase in the flow of water onto the property of some other person as a result of any action authorized by the

permit.

HIGHWAY OCCUPANCY PERMIT (FORM M-945P)

Upon approval of this application you will receive your copy of the Highway Occupancy Permit. The issued Permit may prescribe special conditions and restrictions which are in addition to the Department's regulations. Failure to comply with the issued Permit or Department regulations could result in you being suspended from working within State Highway Right-Of-Way.

For Contact information visit our website at:

www.dot.state.pa.us > More Links > Highway Occupancy Permits (HOP) Contacts