Right-of-Way Permit
PBC Ordinance 2008-006
For Construction within Palm Beach County Maintained Rights-of-Way

Utilities

Water mains, Sanitary Sewer Force Mains, Gravity Sanitary Sewer, Gas, Telecommunications (Fiber Optic, Small Cell), FPL, Cable

Application reviewed for sufficiency by Electronic Permit Specialist

Application moved to Permit Section Supervisor

Application assigned to the Permit Section Reviewer

Application Distributed to Applicable Reviewing Agencies by the Land Development Division Permit Section Reviewer—Traffic Division; Road & Bridge Division, Roadway Production Division (Thoroughfare Road and/or Local Roads); Land Development Division

Reviewing Agency Returns Review Response (Comments or Division Recommendation)

Agency Comments

Continue Process at “A” on the Top of Page 2

No Comments

Continue Process at “B” on Page 2
Construction within the Right-of-Way Permit (Continued)

A

Permit Section Reviewer sends Comment Letter to The Permittee, Engineer and Application Filer

Revised plans with response letter re-submitted addressing comments (The E-permits System automatically distributes responses to the Land Development Division and all applicable reviewing agencies).

When all comments are resolved or there are no comments the Application is processed by the Permit Section Reviewer and then it moves to the Permit Section Supervisor for review

If the Supervisor has review comments the process returns to “A” at the top of page this page

If the Supervisor does not have any comments, the Application is moved to the Director of Land Development for review and approval.

If the Director has comments the process returns to “A” at the top of page this page

Continue to the top of the next page
Construction within the Right-of-Way Permit (Continued)

If the Director does not have any comments, the Application is approved but not activated.

Permit is Processed by the Electronic Permit Specialist and the Permittee, Engineer and Application Filer are Notified.

All applicable review fees and Surety must be paid prior to the Land Development Division Approval.

The Permittee or duly Authorized Agent reviews and accepts the Permit Conditions.

The Permittee files for a Maintenance of Traffic (MOT) Permit with the Traffic Division; submits a Certificate of Insurance to the Construction Coordination Division; and schedules a Construction Start Date with the Construction Coordination Division.

**Permit Activated when the Construction Start Date is Scheduled**

Utility Permits are valid for six (6) months, FPL Hardening Permits and R/W Permits are valid for Twelve (12) months.