

Permits, Curb Cut and Core Drill

DESCRIPTION: Adjacent to the edge of the paved roadway there is usually a vertical curb on most residential streets. This curb defines the limits of vehicular travel and helps to protect pedestrians, but it is also considered the bank of a watercourse. A curb cut or a core drill is a process by which we provide an opening in that bank (curb) to allow water to run out of the street and into a water-harvesting basin. The water-harvesting basin and associated plantings must be within the public right-of-way (ROW). The ROW line and your property line are usually the same.

PERMITS: All curb cuts, core drills and water harvesting basins require a permit from the City of Tucson, Department of Transportation, Permits and Code Section. Permits and Code is located at 201 N. Stone Ave on the 4th Floor, Engineering Division. The type of permits application required is called an “Excavation Permit”, and there are several items that you must know prior to filling out this form. <http://cms3.tucsonaz.gov/docs/ROWApp.pdf>

1. You must provide a sketch of your site with the curb cut, or core drill locations, water harvesting basin locations, and planting information. (See example Residential Plan)
2. You must know the contractor who will be doing the work. **(Curb cuts and core drills require a licensed contractor)** You will need the Contractor’s Company name, address, phone number, state license number, and expiration date.
3. A homeowner may do the required work for basins and planting.
4. The City has basic construction details available for both curb cuts and core drills. See details.
5. Once the application is filled out completely, it only takes about 15 minutes for staff to get the paper work completed. It’s best to call for an appointment as staff does have out-of-office commitments. 791-5100
6. You will be issued three copies of the permit. As the applicant, you will need to sign all three copies. One will stay on the 4th floor, and you will take the other two to the first floor Development Services for processing and to pay for the permit. The permit counter is way in the back. Be sure to sign in of the clipboard. Once your permit has been processed, they will keep one copy and the other one is yours to keep at the construction site.
7. The permit fee is normally \$50, and that is paid at the counter to the left of the permitting counter. Some permits may cost more depending on the amount of landscaping within the ROW.

8. A pre-construction (Pre-con) on site meeting is required. It's best to have the "Blue Stake" completed prior to this meeting. (see Blue Stake below) The phone number and name of the inspector will be on the permit. Call for a pre-con meeting prior to any construction.
9. The "Blue Stake" number is 1-800-782-5348. Provide a layout of the construction work with white paint prior to calling Blue Stake. The Blue Stake will take 2-3 days to complete and will locate all under-ground utilities. This is very important, as there are required planting setbacks from these utilities. NOTE: your **house sewer** connection will not be a part of Blue Stake. It's important that you know where this line is and dig or plant trees within 10'. The pre-con meeting is to evaluate any problems with under-ground utilities and look at any safety issues.
10. If you encounter any underground utilities during construction – Stop Immediately and report it to Blue Stake.
11. Upon completion of the work or if you have questions during construction, please call the City inspector. 791-5100