



City of Tucson Department of Transportation Permit Center

Right-of-Way PERMIT APPLICATION

For Barricade and Excavation for Construction

Office Use Only	
Permit #	
Staff Initials:	
Ward:	
Area:	
Expiration:	
☐ A/C ☐ ADOT ☐ ASZ ☐ B ☐ BS ☐ CE ☐ CIP/PIA ☐ DW/SD ☐ MITZ ☐ PM ☐ PT ☐ RR ☐ STC, TRI	

INSTRUCTIONS: Please complete entire application with accurate information ([See note i](#)). If you have any questions, please contact Engineering at 791-5100. Save application as a PDF and email to tdotpermitcenter@tucsonaz.gov Forms of payment accepted are check, credit cards, or City Advance Payment Account (APA).

Charge to Advanced Payment Account Number:

This application is for: (Please check the following)

☐ Barricade ([See note ii](#)) ☐ Excavation ([See note vii, xiii](#)) ☐ Both

Work Location:

(A proper physical address is required)

☐ Complete Closure ☐ Partial Closure

Work Order Number:

☐ Aerial ☐ Boring ([See note vii](#)) ☐ Drainage Way ([See note viii](#)) ☐ Emergency ☐ Roll Off ([more info](#)) ☐ Storm Drains ([See note ix](#)) ☐ Streetcar ([Sun Link 791-3333](#)) ([See note x](#))

City of Tucson CIP/JOC Projects: (Please check the appropriate boxes if applicable) ☐ Not applicable Initials required

☐ CIP/JOC Project Name and Number:

☐ Utility Relocation ([See note xiii](#))

COT Project Manager/Cell Number:

☐ PIA - Project #

Project of Another Jurisdiction: ☐ ADOT ([See note xi](#)) ☐ Marana ☐ Pima County ☐ South Tucson [Restrictions](#)

☐ Development Plan Number:
(or Subdivision Plan)

Indicate total lineal footage of excavation and bore:

Work Description:

Project Start Date:

Project End Date:

☐ Day 9AM-3:30PM ☐ Night 6PM-6AM ([See note xiv](#)) ☐ 24HR ☐ Weekend ☐ Holiday OTHER

MAJOR IMPACT TRAFFIC ZONE (MITZ): If any one of these items apply to your project, **barricade plans are required:** ([See note ii](#))

- Downtown, 4th Avenue, Main Gate, El Mercado, or named alleys. ([See note xii](#))
- Complete closure of any street, including downtown alleyways ([See note vi](#))
- If traffic control extends through a railroad crossing
- If traffic control extends through a signalized intersection
- One or more lanes closed at any time on an [arterial or collector street](#)
- Restrictions on arterial or collector streets, including complete closure of sidewalk
- Streetcar Route

For complete closures of any streets, alleys, or restrictions call City Communications 791-4434 * Environmental Services 791-3171

Applicant Information:

Applicant Firm:

ROC #:

Contact Name:

Mobile Number:

Business Address:

City:

State:

Zip Code:

Email:

Office Phone #:

Contractors and or Sub-contractors:

Company Name:		Contact Name:		Cell #	
☐ Yes Send Permit	Email:		ROC #		
Company Name:		Contact Name:		Cell #	
☐ Yes Send Permit	Email:		ROC #		
Barricade Company:		Contact:		Cell #	
☐ Yes Send Permit	Email:		Office Number:		

Traffic Control Setup Duration: (Please check the appropriate boxes if applicable) ☐ **Not applicable** _____ **Initials required****Some Exceptions with Minimal Impacts to Traffic Flow: (for off-peak travel direction)**

☐ Day 6AM-3:30PM	Lane Direction:	☐ North	☐ South	☐ East	☐ West
☐ Day 9AM-6:00PM	Lane Direction:	☐ North	☐ South	☐ East	☐ West
Other hours	Lane Direction:	☐ North	☐ South	☐ East	☐ West

Indicate any Restrictions: (Please check the appropriate boxes if applicable) ☐ **Not applicable** _____ **Initials required**

☐ Bus Route/Stop Interruptions (Notify Sun Tran 623-4301)	☐ Bike Lane Interruptions ("Share Road with Care Sign" or Detour required)
☐ Left Turn Lane Restrictions - Location/Duration:	
☐ Parking Meters or Freight Loading Zones	Meter or Zone numbers
(MUST Notify Park Tucson 791-5071)	(Info is found on the pole below each meter or bottom right corner of sign)

Indicate any Notifications: (Please check the appropriate boxes if applicable) ☐ **Not applicable** _____ **Initials required**

☐ Citizen Notification for Major Impacts (See note xii)	☐ Residents/Businesses Notified (See note vi)
☐ School Notified (See note vi) – School Name:	

notes:

- i. TDOT Permit Center will only accept fully completed applications. If application is rejected, applicant will need to resubmit a new completed application.
- ii. A Traffic Control Plan must be submitted along with the application for complete street closure and for any major impacts that occur on Arterial and Collector Roadways, including one day operations.
- iii. A Site Plan no larger than 11" x 17" must be submitted along with application for all excavation, bore, and manhole work. Contact [Arizona 811](#) before you dig.
- iv. The applicant certifies that the Traffic Control Devices and Plan are in conformance to Part VI of the Manual on Traffic Control Devices (MUTCD) as amended by the State of Arizona, Tucson's City Code 25, and any other standards set forth by the City Transportation Director.
- v. If your project extends beyond the permit's expiration date, you must renew it 24 hours before it expires. If you do not renew within 24 hours, another application will be required and a new permit number will be issued.
- vi. If you close a road or alley, you must provide written notice three working days in advance to the following parties: *Affected school districts, emergency services, businesses, residences, Ward offices, Environmental Services, postal service and the news media.*
- vii. Show all Tucson Water (TW) facilities within the project limits on the project plans (label water main size, material, and as-built plan number). TW maps and record drawings are available at TW Mapping Section 520-791-2658. If work is within 10-feet horizontally or crossing an existing 16" or larger diameter water main, plans must be submitted to TW Distribution Design for review and comment. Plan review may take up to 15 business days to complete and large projects may require longer review time. Initial here _____ to acknowledge compliance.
- viii. For work impacting a drainage way, a Floodplain permit may be required. Contact TDOT Floodplain 791-5100. Initial here _____ to confirm you have contacted TDOT.
- ix. To determine the location of Storm Drains check the TDOT As-Built at 201 N. Stone Ave., 4th Floor, Maps & Records 791-5100. Initial here _____ to confirm you have contacted TDOT.
- x. A [Track Access Permit](#) will be required prior to issuance of a right-of-way permit. Contact Sun Link at 791-3333. Initial here _____ to confirm you have contacted SunLink.
- xi. Work within an ADOT Right-of-Way will require the [ADOT's Encroachment Application](#) to be completed and included and may require an ADOT review prior to permit issuance. Initial here _____ to acknowledge compliance.
- xii. In the Downtown Area and on Arterial/Collector Streets, the appropriate agency for the work will be required to have in place at least three days prior to the start of a work electronic message boards indicating the upcoming travel restrictions. The message boards shall be placed in locations ahead of the travel restrictions for all directions of travel. **Must notify City Communication 791-4434.** Initial here _____ to acknowledge.
- xiii. Applicant shall be responsible for obtaining utility clearances for existing utilities located within the project construction limits prior to construction.
- xiv. Residential neighborhood night work requires approval for [Temporary Exemption to Noise Permit](#) per Tucson Code Section 16-31(d).