

To: Driveway and Curb Cut Permit Applicants

Re: Permit Process and Inspection Requests



#### Permit Process

A permit is required for the installation, modification or repair of new and existing driveways between the property line and the street. The curb cut/driveway permit application fee is \$10 for residential driveways and \$25 for commercial driveways.

- A completed application is turned into the Building Division and appropriate fees paid.
- Application is forwarded to Public Works for review and approval/disapproval.
- After review, the applicant (person who signed the permit) is called or emailed by Public Works and advised of approval along with any comments the City may have.
- Applicant follows the inspection process below.

**ANY QUESTIONS PERTAINING TO CONSTRUCTION OR TYPE OF MATERIAL TO USE, CONTACT PUBLIC WORKS AT (513)867-4200.**

#### Inspection Process

The City of Fairfield has a policy regarding requests for inspection of projects within the public roadway right-of-way. The policy is as follows:

The applicant/contractor shall call the Public Works office at (513)867-4200 at least **one working day before** the inspection is to occur. Requests shall be made prior to 4:00pm on the workday before the inspection is needed. **THIS PROCEDURE SHALL BE FOLLOWED FOR ALL INSPECTIONS, NO EXCEPTIONS.**

When requesting an inspection, the applicant/contractor shall provide the following information:

- Contractor's name, a contact person, and a phone number
- Type of inspection being requested – driveway apron, sidewalk, depressed curb
- Address of inspection site
- Day and time site will be ready for inspection
- No inspections shall be scheduled before 8:00 a.m. or after 3:00 p.m., Monday – Friday.

**The applicant/contractor shall be required to obtain an inspection prior to pouring concrete.**

Effective immediately, it is necessary that all applicants/contractors follow this policy for inspection of improvements within the public right-of-way. This will ensure that inspections are properly scheduled and work being performed within the roadway right-of-way can be completed in as efficient and cost effective manner as is possible. Your cooperation in this matter is greatly appreciated.

Effective Date: August 15, 2017

TO: Driveway and Curb Cut Permit Applicants

Frequently asked questions

- Do I have to answer all of the questions on the application, because I don't think it's relevant to what I am doing or I don't know the answer?
  - The address of the location where the work is to be performed is required. Lot number is optional.
  - The Land Owner's, Contractor's name and at least a phone number are to be legibly completed. A complete address should be given if available. This information is needed for records and possible contact use.
  - The applicant's signature section must be completed. If the address is repeated in either Land Owner or Contractor section, a note can be made to see above for address and phone.
  - If the plot plan/sketch that is submitted shows size of curb cut and other general information, it is not required that this be repeated on the application.
- How long does it take for approval?
  - Normally there is a 2-3 day turnaround time.
- How do I know if it is approved?
  - Public works will call or email the applicant. Be certain that the phone number and email are legible so notification can be made.
- When should I call for an inspection?
  - The applicant/contractor shall call the Public Works office at 513-867-4200 at least one working day before the inspection is to occur. No staff is present to schedule or perform weekend inspections.
- What do they look at when they inspect?
  - Possible conflicts with utilities (i.e. catch basins, utility poles) and depth/placement of forms.
- Do I have to be there when it is inspected? If I don't have to be there, do they leave me a note saying it is approved?
  - No. The inspector will paint OK or X (disapproved) in the sub-base. If X, call 513-867-4200.
- How thick should I make the concrete for the apron? Sidewalk? Curb?
  - Aprons and sidewalk within the apron area should be 7 inches thick (9 inches for Commercial), ODOT class C Concrete. For curb, match with existing curb.
- I already have a driveway and would like to put in a second driveway. Am I allowed to do that?
  - Codified Ordinance 913.04 pertains to the construction of apron/curb cuts. Typically, multiple curb cuts for a single property are discouraged.