



Richland Hills Public Works

6700 Rena Drive | Richland Hills, TX, 76118

817-616-3830 | richlandhills.com

Public Right-of-Way Construction Permit

Date Received: _____ By: _____ Permit Number: _____

Provider Classification

Franchised or Licensed Utility Company: _____

Contact Person: _____

Phone Number: _____ Fax Number: _____

Email Address: _____

Contractor Performing Work

Company Name: _____ Phone Number: _____

Address: _____

City/State/Zip: _____

Field Supervisor Name: _____

Field Supervisor 24-Hour Emergency Contact Phone Number: _____

Field Supervisor Email Address: _____

Project Location

Address: _____

Location and general description of work in the Public ROW or easement (include linear feet of facilities in the ROW if applicable): _____

Will your work involve removing and/or excavating any pavement, curb and gutter, or sidewalk? _____

If yes, provide details and location: _____

Mechanical compaction required on all excavations. No missiles allowed.

Will your work involve blocking the Public ROW? _____

If yes, provide street, address and nearest street intersection: _____

Work start date: _____ Work finish date: _____

Requirements

- Permit(s) must be acquired prior to beginning work. Permits are available at, and must be returned to, Development Services (3200 Diana Drive).
- Permit(s) must be displayed at the job site.
- City utilities must be exposed with a minimum of two feet of separation between the City of Richland Hills utility lines and all franchise utility lines.
- Street crossing must be bored by directional methods.
- Three (3) copies of construction plans must be submitted five (5) working days prior to beginning work.
- All underground utilities must be located and marked prior to beginning work. **Request line locates through the Texas811 website at txgc.texas811.org/geocall/portal.**
- Proof of insurance is attached or on file.
- The contractor shall contact Development Services at least 48 hours in advance of the start of the project unless authorized by the City.
- Construction hours are Monday through Friday from 7 am to 7 pm. No Saturday or Sunday work is allowed without prior approval from the authorized agent of the City of Richland Hills.
- This permit becomes null and void if construction has not begun within 30 days.
- Above ground route/location markers are not permitted except as required by law.

Applicant shall indemnify and forever hold the City harmless against each and every claim, demand or cause of action that may be made or come against it by reason of or in any way arising out of the closing, blocking, excavating, cutting, tunneling, or other work by the applicant under permit from the City if such permit is granted, unless otherwise provided by law.

Signed: _____ Date: _____

Reviewed by: _____ Date: _____

Approved by: _____ Date: _____

For Office Use Only		
Permit Number: _____	Receipt Number: _____	Date: _____
Comments: _____		
