

Driveway Permit Checklist

When submitting the permit application, include:

- Application fee (\$100 for residential work and \$250 for commercial work);
- \$50.00 inspection fee;
- A Bond (subject to Section 9.7 of the regulations)¹;
- A Certificate of General Liability Insurance (\$ 1,000,000.00 per accident, \$2,000,000.00 general aggregate) per permit;
- Digsafe number;
- Starting and completion dates;
- Make sure that a sketch is attached² and
- Property owner and contractor signatures on the application.

After submitting the permit with all information and attachments required to the Engineering Office, the permit is then given to DPD to ensure compliance with Zoning. The applicant will be notified by telephone if the permit is approved or denied.

You are responsible for notifying the Engineering staff twenty-four (24) hours in advance of the excavation starting date.

The \$ 100.00 or \$250.00 application fee and \$50.00 inspection fees are not refundable.

NOTE:

- If a road has been resurfaced within the last five (5) years, a permit may not be approved for work impacting the new surface.
- Permits for routine installations are issued only between April 1st and November 15th.

¹ As authorized by Section 9.7 of the regulations, contractors completing multiple driveway projects in Lowell may provide a single bond that is kept on file with the City Engineer's office, and therefore need not provide a bond for each individual project.

² Commercial projects require stamped plans, drainage data, and a parking space striping plan.