

Utility Permit Time Frames

The utility plan review and permitting process is 15 working days. Upon completing the review, a utility construction permit will either be issued or denied. Approved permits are generally issued for 6 months. The permit will contain several comments, conditions, and traffic control regulations. The approved permit is returned to the applicant electronically and receipt indicates acknowledgement and acceptance of any stipulations and fees.

If the submittal is denied, the plans will be returned to the applicant along with the reason(s) for denial. The applicant must make the required modification to the plans and resubmit all pertaining documents, into the Utility Permit Portal. It is important that when resubmitting, the Utility Company job number remain the same as the original submittal. Upon receipt of resubmittal, the 15 working day plan review and permitting process begins again.

If the permittee does not complete the work under the approved permit within the provided timeframe, the permittee must request an extension to the permit prior to the expiration date. Permit extensions shall be requested no more than 30 days before the original expiration date. Extensions are normally granted for an additional 6-month period and can be requested via the Utility Permit Portal. Utility permits will be extended only ONCE. If work is not completed within that 6-month extension period, the permittee shall submit for a new permit.