



# APPLICATION FOR HIGHWAY OCCUPANCY PERMIT

Appl. No.   
FOR DEPT. USE

## INSTRUCTIONS ON REVERSE

Applicant/Owner	
Address	
Post Office	Zip Code
Phone	*Permit will be sent via e-mail if a valid e-mail address is provided.
Email*	

County \_\_\_\_\_

Municipality \_\_\_\_\_

Date work is scheduled to begin \_\_\_\_\_

Approximate date when work will be completed \_\_\_\_\_

If utility: Opening over 36 sq. ft. along and/or across highway \_\_\_\_\_ FT. \_\_\_\_\_ FT. \_\_\_\_\_ FT.  
(IN PAVEMENT) (IN SHOULDER) (OUTSIDE SHOULDER)

If utility:  Installation  Emergency Repair - E.P.C. No. \_\_\_\_\_ Entry No. \_\_\_\_\_  Repair  Replace  Service Connection or Disconnection  Removal

If driveway: Anticipated average daily traffic: ADT cars \_\_\_\_\_ ADT trucks \_\_\_\_\_ ADT buses \_\_\_\_\_ TOTAL ADT \_\_\_\_\_

Is any portion of the property reserved for a person with a disability or a severely disabled veteran?  Yes  No

### STATE ROUTE LOCATION

### DESCRIPTION OF PROPOSED WORK

S.R.		DEPARTMENT USE ONLY
Segment		
Offset(s)		
S.R.		
Segment		
Offset(s)		
S.R.		
Segment		
Offset(s)		
S.R.		
Segment		
Offset(s)		

The Applicant is (an individual) (a corporation) (a partnership) (a limited liability corporation) (a governmental organization)

DATE SIGNED: \_\_\_\_\_ PRINT APPLICANT'S NAME \_\_\_\_\_

WITNESS OR ATTEST \_\_\_\_\_ SIGNED BY \_\_\_\_\_

TITLE OF SIGNATOR \_\_\_\_\_ TITLE OF SIGNATORY \_\_\_\_\_

*Under and subject to all the conditions, restrictions and regulations prescribed by the Pennsylvania Department of Transportation (see in particular 67 PA Code, Chapters 212, 441 and 459, and Publications 212 and 213) and on the issued Permit, Form M-945P, and attachments thereto. The applicant certifies that this application, information and documentation therein or required by the Department is accurate, pursuant to 18 PA C.S. §4904 relating to false swearing to authorities, and that it has or will have all insurance and other security required by the Department prior to performing any work authorized by the Permit.*

PRINT NAME OF APPLICANT'S CONSULTANT(S) \_\_\_\_\_ PHONE \_\_\_\_\_ EMAIL \_\_\_\_\_

PRINT CONTACT PERSON'S NAME \_\_\_\_\_ PHONE \_\_\_\_\_ EMAIL \_\_\_\_\_

Application Received By _____	(SIGNATURE)	(DATE)
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DEPARTMENT USE ONLY

### ENGINEERING DISTRICT \_\_\_\_\_

Application	Inspection 1	Inspection 2	Inspection 3
441/459 Ref. No.			
Unit Fee			
Number of Units	1		
Item Fee			
Permit Fee \$ _____			
Account No. _____			
Check or Money Order No. _____			

# GENERAL INSTRUCTIONS

## PERMIT REQUIRED

Except as provided in 67 PA Code, Chapters 441 and 459, you must have a Highway Occupancy Permit in your possession while you work within State highway right-of-way where such work involves the following:

1. Construction or alteration of a driveway or local road.
2. Installation or replacement of utility facilities or other structures.
3. Opening of the surface.
4. Adjusting highway slope.

## APPLICATION FORM

Visit PennDOT's ePermitting System website (<https://www.dot14.state.pa.us/EPS/home/home.jsp>) to submit applications on-line. This application form may be used in lieu of the on-line application.

Applications for driveway, local roads or other structures must be submitted in the name of the owner(s) of the property. Applications for utility facilities must be submitted in the name of the owner or operator of the facility.

Complete all items on this form. Describe in detail what work you intend to do, how you intend to perform the work, and the materials you intend to use.

To avoid work delays, submit your application to PENNDOT at least 30 days prior to the anticipated start of work.

This application form may also be used to apply for a name (Applicant) change, change of work, or time extension to the issued Permit prior to closeout, or to apply for an Emergency Permit Card (Form M-940) if not taking advantage of the Emergency Permit Certification through PennDOT's ePermitting System. An application for time extension must be applied for prior to the permit's expiration date.

## PLANS

Submit ONE complete set of detailed plans of good quality with your application. The plans must clearly illustrate the location and pertinent dimensions of both the proposed installation(s) and related highway features, and must comply with Department Regulation 441.3 if a driveway or structure, or Department Regulation 459.3 if a utility.

## FEE

Submit a check or money order with your application, payable to the Pennsylvania Department of Transportation, in accordance with the fees specified in Department Regulations (67 PA Code, Chapter 441 or 459).

## ADDITIONAL PLAN REQUIREMENTS

**TRAFFIC CONTROL PLAN:** A Traffic Control Plan shall be submitted for all work on limited access highways and whenever it will be necessary to either close any portion of a travel lane during the hours of darkness without work in active progress or detour traffic in order to perform the permitted work. All plans shall comply with section 6123 of the Vehicle Code and the applicable provisions of 67 PA Code, Chapter 212, and Publications 212 and 213.

**DRAINAGE:** Submit a Drainage Impact Report (Drainage Control Plan) with your application if your work will result in an increase in the flow (in cubic feet per second) of water onto the highway or into highway drainage facilities, or if there will be an increase in the flow of water onto the property of some other person as a result of any action authorized by the permit.

## HIGHWAY OCCUPANCY PERMIT (FORM M-945P)

Upon approval of this application you will receive your copy of the Highway Occupancy Permit. The issued Permit may prescribe special conditions and restrictions which are in addition to the Department's regulations. Failure to comply with the issued Permit or Department regulations could result in you being suspended from working within State Highway Right-Of-Way.

**For Contact information visit our website at:**

**[www.dot.state.pa.us](http://www.dot.state.pa.us) > More Links > Highway Occupancy Permits (HOP) Contacts**