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SECTION 305.00 – UTILITY PERMIT ACTIVITIES

After a utility permit (ITD-2110 and all attachments) has been issued, the area maintenance foreman receives a complete copy of the utility permit (refer to [Section 210.02](#)). The Utility is to contact the District prior to beginning the work in accordance with the permit. The permit includes the maintenance foreman's name and telephone number in the permit attachments. The Utility is required to provide five (5) working days notice to the maintenance foreman before any utility work commences.

Maintenance performs a field visit at start of utility work to review and discuss:

- Utility work to be accomplished as described in the permit.
- Utility work schedule.
- Inspection work to be performed and by whom (Utility, ITD, etc.).
- Safety requirements.
- Environmental considerations including final site clean-up and restoration.
- Traffic control requirements.
- Work that maintenance is planning to perform within the area.
- Notification that changes to permitted utility work requires prior approval from ITD.
- Utility as-built plans need to accurately reflect completed work including any approved changes to original plans.
- Any problem areas or concerns.

Field reviews are conducted thereafter on a regular schedule as warranted to ensure that the utility work is being performed in accordance with permit requirements. Changes to the plans or utility permit conditions requested by a Utility require approval in accordance with District procedures.

NOTE: ITD is not inspecting utilities facilities regarding their functionality. ITD is inspecting the utility facility as to the location within the State Highway Right-of-way and for safety requirements in regards to the Highway system and its users.

After the utility work is completed and the maintenance foreman has determined all work is in compliance with the utility permit, the maintenance foreman informs the District that the work is completed and acceptable.

SECTION 310.00 – STOP ORDER FOR UTILITY PERMIT NON-COMPLIANCE

Maintenance may issue a stop order to the Utility to stop utility work at any time if there is evidence the work is in non-compliance with the utility permit or if the utility work is being performed in an unsafe manner. A verbal stop order may be used to immediately stop any work that is perceived to create an imminent safety hazard. All verbal stop orders will be followed by a written stop order that describes the non-compliant conditions. Upon correction of the non-compliance or unsafe work manner, the stop work order will be rescinded in writing.

If a Utility continues to be in non-compliance with the conditions of the utility permit or continues to use unsafe work manners, the District may revoke the Utility's permit. In drastic instances, ITD may refrain from issuing any additional permits to the offending Utility until the situation is rectified.

If a Utility is relocating, adjusting, or making new installations within the right-of-way of the State Highway System without having secured an approved utility permit or agreement, the District will issue a written stop order to immediately stop all non-permitted utility work. The stop order will remain in effect until the Utility has submitted a utility permit application and a utility permit is issued in accordance with the procedures of [Section 200](#).

ITD is empowered to order the removal of utility facilities that have been installed without a utility permit or agreement, installed improperly, or damaged other utility facilities. Should a Utility fail to satisfactorily remove any utility facility so ordered and restore the right-of-way to its original condition, ITD may choose to perform the removal and restoration process itself, and then require compensation from the Utility.

SECTION 315.00 – AS-BUILT UTILITY PLANS

The approved utility plans of the utility permit or agreement may be used for as-built utility plans if there were no deviations, otherwise the Utility is required to provide to the District as-built utility plans reflecting the actual work.

The maintenance foreman reviews the as-built utility plans submitted by the Utility for correctness and submits them to the District's utility permit person.

A copy of the as built utility plans that involve existing structures shall be sent to the Bridge Section by the District's permit person.

SECTION 320.00 – MAINTENANCE ACTIVITIES

Before any work in the States Highway Right-of-way, maintenance should contact the District utility permit coordinator for information of utility location.

Prior to any maintenance activities involving ground disturbing operations, contact the one-call center that services the county where the work is located (see [Appendix E](#) for phone numbers of one-call centers). The utility one-call center will forward the "utility locate" request to each participating Utility within the defined project area. Direct contact to those Utilities not participating in the one-call system may need to be made for location information.

Each Utility will normally mark the location of utility facilities in the field. Be aware that some Utilities may provide plan information instead of locating utility facilities in the field. There is no charge by Utilities that do provide the initial field marking of utility facilities. However, remarking of utility facilities is normally provided at a cost.

Bridge maintenance activities should also include the following:

- A field reconnaissance of the utility facilities to evaluate whether their location impacts the repair.
- Notify the Utility if the repair is going to impact utility facilities.
- Meet with the Utility at the work site so consensus can be reached regarding the utility facility relocation and the bridge maintenance work.
- Document the decision with the Utility in writing.