

WV DIVISION OF HIGHWAYS
UTILITY PERMIT SUBMISSION GUIDELINES

Electronic submission to respective district email address below:

District 1 dohd1utilitypermit@wv.gov
(Boone, Clay, Kanawha, Mason, Putnam)

District 2 dohd2utilitypermit@wv.gov
(Cabell, Lincoln, Logan, Mingo, Wayne)

District 3 dohd3utilitypermit@wv.gov
(Calhoun, Jackson, Pleasants, Ritchie, Roane, Wirt, Wood)

District 4 dohd4utilitypermit@wv.gov
(Doddridge, Harrison, Marion, Monongalia, Preston, Taylor)

District 5 dohd5utilitypermit@wv.gov
(Berkeley, Grant, Hampshire, hardy, Jefferson, Mineral, Morgan)

District 6 dohd6utilitypermit@wv.gov
(Brooke, Hancock, Marshall, Ohio, Tyler, Wetzel)

District 7 dohd7utilitypermit@wv.gov
(Barbour, Braxton, Gilmer, Lewis, Upshur, Webster)

District 8 dohd8utilitypermit@wv.gov
(Pendleton, Pocahontas, Randolph, Tucker)

District 9 dohd9utilitypermit@wv.gov
(Fayette, Greenbrier, Monroe, Nicholas, Summers)

District 10 dohd10utilitypermit@wv.gov
(McDowell, Mercer, Raleigh, Wyoming)

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At this time, hard copy submissions are still acceptable and can be mailed or hand-delivered to the respective District office.

The Permit application shall be submitted to the District Utility Supervisor of the District in which the work is to be performed.

Permit Submission Requirements:

- MM-109 Permit Application form
 - Available at <https://transportation.wv.gov/highways/right-of-way/Pages/Utility-Publications.aspx> or at the District Office
 - The permit application shall be submitted in the name of and signed/executed by the owner/operator of the facility. An application may not be submitted in the name of the owner's contractor, or in the name of a person being serviced by the facility.
 - Submitted electronically to the respective District email address
- Projects greater than 500' of continuous installation require the applicant to submit to Division for review a preliminary or conceptual plan or layout of the proposal, prior to submission of the detailed set of plans that would accompany the permit application.
- Plan Sheet(s)
 - Sketches acceptable to Division, sufficient to show the nature of work to be performed
 - Division right of way lines shown on the plan view
 - If part of Division project, use Division's plans when available
 - If submitting hard copy, include the original and two (2) copies
- Cross-sectional view of the highway for underground or aerial crossings, using the Profile View on the Roadway Cross-Section
- Photographs or video, where available
- Bond
 - Covers the cost of any damage, and inspection required for repair of damage, that the Division may sustain by reason of the granting of any permit, including any expense incurred in restoring said highway to its original condition and/or the proper repair of any and all damages that may result within one (1) year from the date of the completion of authorized work.
 - Original Form SM-6 with Raised Seal to be mailed or hand-delivered to the District Utility Supervisor
 - Available at <https://transportation.wv.gov/highways/right-of-way/Pages/Utility-Publications.aspx>

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- Maintenance
 - Municipally-Owned Public Utilities \$25,000 Statewide
 - Privately-Owned Public Utilities \$75,000 per Occupied District
- Project-Specific bonds will be \$100,000 or 5% of the project cost, whichever is greater
- Amounts are minimums and the actual bond required will be set at the discretion of the District Utility Supervisor.
- Bond Release Form
 - Available at <https://transportation.wv.gov/highways/right-of-way/Pages/Utility-Publications.aspx>
 - By request one (1) year from date of the completion of authorized work
 - Submit to the District Utility Supervisor
- The applicant and its contractors, subcontractors, and engineering consultants shall have at least the minimum amounts of insurance required of the Contractor in Section 103.7 of the current edition of the "West Virginia Division of Highways, Standard Specifications, Roads and Bridges" for any work on Division right of way.
- NEPA Checklist, available at <https://transportation.wv.gov/highways/right-of-way/Pages/Utility-Publications.aspx>
- NEPA Clearance document, if required by checklist
- Inspection Costs
 - \$0.85/foot for Water
 - \$3.37/foot for Sewer
 - \$3.40/foot for water and sewer in the same trench
- All accommodations of utilities within Division's rights-of-way, whether controlled access or not, may be subject to a fee, as established by legislative rule.
- The applicant is responsible for determining whether the proposed installation conflicts with other existing facilities currently using or within the right-of-way and for ensuring its construction or installation of its proposed facilities will not damage said existing facilities.
- FHWA review & concurrence required for all work on controlled-access right of way, as per the current Stewardship & Oversight Agreement
- Although not a common option, see "Self-Certification of Utility Installation under Permit" section of WVDOH Accommodation of Utilities Manual if applicant plans to self-certify.
- Any of the above provisions not met at the time an application is received by the Division will cause the application to be returned to the applicant for completion.