



Right-of-Way Utility Installation Permit

City of Cape Coral | Public Works

WHO NEEDS A RIGHT-OF-WAY UTILITY INSTALLATION PERMIT?

- Communications and telecommunications installation
- Utility construction (water, sewer, gas, electric, and drainage improvements)
- Well drilling and soil borings
- Roadway paving, milling, and resurfacing
- Directional drilling / Horizontal Directional Drilling (HDD)
- Landscaping and irrigation within the ROW

If your work is in or affects the ROW or Public Utility Easement (PUE) in any way, a permit must be obtained prior to beginning work.

No permit will be issued until all submittal criteria below have been met. Permits must be applied for through the Citizens Self Service (CSS) portal.

All applicants — including contractors, company representatives, and third-party agents submitting on behalf of a contractor — must be registered in the CSS portal prior to applying.

Only contractors licensed and registered with the City of Cape Coral may perform work under this permit. The licensed contractor must be listed on the permit application regardless of who submits it.

All sub-contractors must be licensed to work in the City of Cape Coral. Sub-contractors registered in the CSS portal must be listed on the permit application. Sub-contractors who are not registered in the CSS portal must be listed in the Work Description section of the application.

ACCEPTED PROFESSIONAL LICENSE TYPES

Contractor Type	Accepted License Classifications
Certified Contractor	Electrical, Gas Line Specialty, General A, Irrigation, Plumbing, Specialty Electrical, Underground Utility/EXCV, Utility Line Electrical Specialty
Licensed Contractor	Petroleum Gas, Well Driller

SUBMITTAL REQUIREMENTS

The following items must be included with every ROW Utility Installation permit application.

Site Drawing & Temporary Traffic Control Plan (TTC)

Submit a detailed, site-specific drawing of the work area. The drawing must include a Temporary Traffic Control Plan (TTC) covering all construction areas and road closures within the right-of-way, including:

- Travel lanes, turn lanes, medians, side streets, sidewalks, and all impacted intersections.

All signs, devices, tapers, and buffer zones must be shown with proper distances and lengths per:

- Manual of Uniform Traffic Control Devices (MUTCD)
- Florida DOT Roadway and Traffic Design Standards Index Series 600

Note: Signalized intersections may require additional TTC approval time due to review by the Lee County Department of Transportation (D.O.T.).

Work Description

Provide a brief description of the work being performed. Include proposed start and completion dates, work hours, and any planned night activity. Sub-contractors not registered in the CSS portal must be listed here by name and license type. If this is a City project, include the Name of Project, Project Number, and name of the City Project Manager (PM).

Emergency & TTC Contact Information

List 1 or more 24-hour emergency telephone numbers for the on-site supervisor responsible for maintaining the TTC. The Contractor/Applicant is responsible for communicating with the Traffic Control Company regarding any deficiencies in the Temporary Traffic Control plan — day or night. The contractor must always have the Traffic Control Company's 24-hour contact number on-site.

Traffic Control Company Certification Requirement

The Traffic Control Company's representative must be certified by either the American Traffic Safety Services Association (ATSSA) or the International Municipal Signal Association (IMSA).

CONDITIONS OF PERMIT

By accepting this permit, the Contractor/Applicant agrees to the following conditions.

Temporary Traffic Control

The approved Temporary Traffic Control Plan (TTC) must be always maintained. Failure to do so may result in revocation of the permit and/or citation in accordance with City of Cape Coral Ordinance (Chapter 12, Article 5, Sections 12-54 through 12-59).

- Driveways must remain accessible in all work areas.
- All emergency services must be notified of detours and lane closures.

Work Hours & Lane Closures

Standard work hours: All construction, excavation, and ROW work within or directly abutting a residential area is restricted to 7:00 a.m. – 7:00 p.m., Monday through Saturday, per City of Cape Coral Code of Ordinances § 12-22 (Noise Control).

Sunday & holiday work prohibited: Work within or abutting residential areas is prohibited on Sundays and the following holidays (prohibition may not apply during a declared emergency): New Year's Day, Easter, Memorial Day, Independence Day, Labor Day, Thanksgiving, and Christmas.

Continuous-operation equipment: Equipment required to run continuously near a residentially zoned area (e.g., pumps, generators, compressors, well points) must be shielded by a noise barrier during 6:00 p.m. – 7:00 a.m. if unshielded noise exceeds 60 dBA at the nearest residential property line. Operation outside standard hours requires a separate permit.

Night work: Night work is not a standard permit condition. Any work proposed outside standard hours must be identified in the Work Description at the time of application and is subject to City approval.

Cape Coral Parkway — Lane Closure Restriction: No lane closures are permitted on Cape Coral Parkway before 9:00 a.m. or after 3:30 p.m. Exceptions require prior written approval from the City Engineer and City management.

Property & Safety

- Construction or maintenance work must not interfere with the property rights of adjacent property owners.
- All work must be performed in accordance with City of Cape Coral Standards.
- All materials and equipment are subject to inspection by the Public Works, Utilities, and Stormwater departments.
- All safety regulations of the City of Cape Coral must be observed during construction.
- The City shall be relieved of all responsibility for damages or liability of any nature arising from work authorized under this permit.

Restoration

- All public and private property must be restored to its original condition or better, to the satisfaction of the Public Works Department.
- Sodding, grassing, and/or seeding of any disturbed right-of-way areas is required after completion of all work.

Permit Plans & Drawings

Any attached drawings covering details of construction shall be made part of this permit. Any additional required plans shall also become part of this permit.

Permit Use & Facility Relocation

This permit is a license for permissive use only. Placement of facilities or equipment on public property does not create or vest any property rights in the permit holder. Alteration of any existing facilities in the right-of-way by the Contractor must be approved by the City and/or the owner of the facilities, at the Contractor's cost.

Permit Validity

Upon issuance, ROW Utility Installation Permits are valid for **six (6) months**. If the applicant or contractor requires a longer period to complete the work, an extended permit duration must be requested at the time of application.

INSPECTIONS

All ROW permits include required inspections that must be completed before the permit can be closed.

Call 811 for utility locates before any excavation. This is required by Florida law.

Pre-Construction

1	White line the project area to mark the limits of work prior to the pre-construction meeting. ■ Locate markings are NOT sufficient. The entire project scope MUST be white-lined prior to the General Inspection.
2	Schedule and attend the Pre-Construction Meeting onsite. A pre-construction meeting with all involved City departments is required before any work begins. The contractor is responsible for scheduling the pre-construction meeting and the Public Works General Inspection through the CSS portal. The project area must be white-lined prior to the meeting. ■ The General Inspection MUST take place at the same time as the pre-construction meeting. Do not mobilize until the pre-construction meeting and the General Inspection have been held and all departments have confirmed readiness to proceed. <i>* Even if UCD or Stormwater do not require a pre-construction inspection, the Public Works General Inspection must still be scheduled prior to construction.</i>
3	Set up MOT and schedule the MOT Inspection through the CSS portal at least 24 hours before the start of construction, excluding weekends and holidays. The MOT must be fully set up prior to the inspection. Work may not begin until the MOT Inspection has been approved in the portal.

During Construction

If UCD or Stormwater inspections are required for your permit, they must be scheduled at the appropriate stage of construction through the CSS portal. Required inspection stages are identified at the time of permit issuance. Do not proceed past an inspection stage without receiving approval in the portal.

UTILITIES DEPARTMENT (UCD) — SELECTABLE INSPECTIONS

The following UCD inspections may be required depending on the scope of work. Required inspections will be identified at the time of permit issuance. Schedule through the CSS portal.

Pre-Construction

- UTL - Pre-Construction

During Construction

- UTL - Pressure Pipe/Backfill
- UTL - Pressure Tests
- UTL - Sanit Pipe/Mh/Backfill
- UTL - Sanitary Tv
- UTL - Sewer Tap
- UTL - Utility Tap
- UTL - Water Final
- UTL - Potable Irrigation Hook Up

STORMWATER DIVISION — SELECTABLE INSPECTIONS

The following Stormwater inspections may be required depending on the scope of work and proximity to stormwater assets. Required inspections will be identified at the time of permit issuance. Schedule through the CSS portal.

Pre-Construction

- PWM - Pre-Construction Meeting
- PWM - Existing Asset Verification
- PWM - Pre-Construction CCTV Inspection

During Construction

- PWM - Open Trench / Pipe Installation Inspection
- PWM - Stormwater Infrastructure Inspection

Post-Construction

- PWM - Post-Construction CCTV Inspection
- PWM - Stormwater Final Inspection

Post-Construction

1	Schedule a Roadway Final Inspection through the CSS portal once construction is complete and the site has been fully restored.
2	Submit bore logs and as-builts through the CSS portal (required if directional boring was performed).
3	Once bore logs and as-builts have been approved, schedule the Final Inspection through the CSS portal. Passing the Final Inspection will automatically close the permit.

CONTACTS & UTILITY LOCATES

Before beginning any work, ensure all required locates have been completed.

- One Call / No Cuts (811): **811 or 1-800-432-4770**
- Public Works: **239-574-0836**
- City Utilities: **239-574-0852**
- Stormwater: **239-574-0798**
- Lee County Traffic Signal Maintenance: **239-674-7600**

Questions about ROW Utility Installation Permits?

Contact Laurie Taylor, Associate Project Manager, Public Works – Traffic Engineering
ltaylor@capecoral.gov | (239) 574-0836