

Right-of-Way Use Permit Information

Pima County Department of Transportation
201 North Stone Avenue, 4th Floor, Tucson, AZ 85701



Right-of-Way Use Permit

Any person, contractor, firm, utility company or corporation desiring to dig any hole, drain, trench or ditch in any public street, alley, drainageway or thoroughfare, or to remove or change any curb, pavement or other constructed improvement now or hereafter existing in Pima County or construct any paving, irrigation or landscaping or any other improvement, or construct any improvement for flood-control purposes in any public drainageway or drainage easement is required to obtain a right-of-way use permit.

How to obtain a Permit

A Right-of-Way permit application package is available online at [Right-of-Way Use Permit](#) or at 201 N. Stone Avenue, 4th floor. To obtain a Right-of-Way Use Permit, complete the application and provide all necessary documentation (which consist of Form A: items 14 thru 19) then submit permit packet to DOTPermit.Submittal@pima.gov. Once the permit packet is reviewed and approved, the applicant will receive an email with an attached invoice, with the permit number, and cost of the permit. After payment is received the applicant should receive an email with a link to access the issued permit.

Permit Application Package

A permit application package consists of (1) [Form A Right-of-Way Use Permit Application](#), signed and dated and (2) Materials specified in [Form C Right-of-Way Use Permit Application Package Materials](#).

Where to find Forms A and C

On-Line. Go to the Pima County Department of Transportation website and download forms from [Right-of-Way Use Permit](#) webpage.

Walk-In. May be picked up at the front counter of the Engineering Division, Pima County Department of Transportation, 201 N. Stone, Avenue, 4th floor.

Email. Call (520) 724-6508 or email your request to DOTPermit.Questions@pima.gov.

By Fax. Contact the Department at (520) 724-9862.

Submitting an Application Package

A permit application package may be submitted to the Department by any one of the following means:

On-line. Email to DOTPermit.Submittal@pima.gov. Note: Use the information on Line 9 of Form A as the subject of the email.

Walk-In. Hand delivered to the front counter of the Engineering Division, Pima County Department of Transportation, 201 N. Stone Avenue, 4th floor.

Fax. Fax number (520) 724-9862. (Reserved for application packages 4 sheets or less in number)

Mail. Pima County Department of Transportation, Engineering Division, 201 N. Stone Avenue, 4th floor, Tucson, AZ, 85701, Attention: Utility/ROW Section.

Permit Application Instructions (Form A)

Line 1. Applicant. Enter the complete name of the person, firm, company, or corporation that desires to perform work in road right-of-way and assumes the responsibility and liability for injury or damage to the county or any person or property caused by or arising out of the exercise of the permit.

Line 1. Contractor. Enter the name of the contractor performing the actual work.

Line 2, 3. Enter the complete mailing address.

Line 4. Enter full contact name.

Line 5. Enter email address.

Line 6. Enter phone number including area code.

Line 7. ROC #. Enter the contractor's Arizona Registrar of Contractor license number.

Line 8. Owner. Enter the name, phone number, and email of the person, firm, utility or corporation who has requested the applicant to perform the work.

Note: Owner must have a license or authorization from the County to place improvements in public road right-of-way.

Line 9. Enter property address or street name of the work. If submitting the permit application by email, use this information in the subject line of the email.

Line 10. Enter township, range, section and the name of the closest cross street.

Line 11. Enter construction start date and number of working days (Monday thru Friday) to complete the work.

Line 12. Applies to utility work only. Enter the total linear footage of aerial/underground work (boring, pipe bursting, cable insertion, etc.) and trenching within pavement and dirt. For work involving more than one utility, include a breakdown of linear footage for each utility with the application package. Refer to Form C, line 8c.

Line 13. Enter the cost of construction excluding the cost of utility work (line 12) rounded to the nearest dollar for work within any public street, alley, drainageway or thoroughfare. Include an itemized cost breakdown with the application package. Refer to Form C, line 7c.

Line 14. Check the appropriate space to indicate whether the work is part of a county project or disturbs one or more acres of land. If yes, provide the ADEQ Notice of Intent (NOI) permit number.

For information about NOI go to [ADEQ-Construction General Permit](#). For information about County projects call (520) 724-6508 or email request to DOTPermit.Questions@pima.gov.

Line 15. Check the appropriate space to indicate whether the total linear footage of work is greater than 500 linear feet. If yes, provide a copy of a clearance letter from Pima County Office of Sustainability along with the application package. For more information go to [Cultural Resources Review and Compliance Process](#) and select the “Right of Way Use Permit” Tab or call (520) 724-6940.

Line 16. Check the appropriate space if vegetation disturbance occurs. If yes, provide a color photographs clearly showing the area of vegetation

disturbance. Upon review of the photographs, additional information about the type of vegetation disturbed may be requested by the department.

Line 17. Check the appropriate space if work consists of any one of the following: land stripping and/or earthmoving that disturbs one or more acres, trenching more than 300 feet, road construction 50 feet or more in length, or blasting. If yes, provide a copy of the PDEQ dust permit with the permit package. For more information, call (520) 724-7400 go to [PDEQ-Fugitive Dust Program](#).

Line 18. Check the appropriate space if work requires a floodplain use permit. If yes, provide a copy of the floodplain use permit or written authorization from the Regional Flood Control District. For more information, contact the RFCDD at (520) 724-4621 or go to [RFCDD-Permitting](#).

Line 19. Only applicable to municipalities and water/utility companies. Check the appropriate space if a public sewer is present within the work area. If yes, provide a copy of the RWRD Letter of Clearance. For more information, contact RWRD at (520) 724-6372 or 724-3169 or go to [RWRD-Utility Coordination](#)

Line 20. Enter a clear and concise description of the work.

Line 21. Identify the party responsible for payment of the permit fee and the method of payment. Payment is to be made at Pima County Development Services, 201 N. Stone Avenue, 1st floor.

Line 22. Applicant signature and date of signing.

Line 23. Office Use Only.

Reminder

Telephone help. If you have questions about obtaining a Right-of-Way Use Permit or status of your application call (520) 724-6508 or 724-6410 or email DOTPermit.Questions@pima.gov. Help is generally available Monday through Friday from 8 am to 5 pm.