



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)		
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, 213, and 282) 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)

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/Money Order No. _____			
<input type="checkbox"/> Check this box, if paying by credit card. An invoice will be sent to the applicant via email for payment by credit card prior to the issuance of the permit.			

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.epermitting.penndot.gov/EPS/home/home.jsp> to submit applications online. This application form may be used in lieu of the online 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) or check the appropriate box to pay by credit card. An invoice will be sent to applicant via email prior to permit issuance if credit card is chosen.

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.penndot.pa.gov

Doing Business > Permits > Highway Occupancy Permits (HOP) > District and Central Office Contacts