



Stage 4: Engineering Permit Submittal Guidance Document

The following document is for guidance purposes only. The Applicant shall read and understand the relevant references listed below.

Description

Stage 4 is the step in the review process that includes the submittal of all relevant permits pertaining to the proposed development.

The following permits may be necessary for the proposed development and, if applicable, shall be submitted with associated forms and exhibits as indicated in individual permit guidance documents.

- Public ROW Utility Occupancy Permit
- Residential Encroachment Permit
- Contractor Encroachment Permit
- Sidewalk/Driveway and Curb Cut Permit
- Street Cut Permit

General Information

- The submittal of permit applications shall comply with the requirements set forth in the guidance documents and on the permit applications themselves. Each permit type requires unique submittal information.
- Permit application forms may require signatures and information be uploaded to the ProjectDox portal, potentially including such documentation as bond forms and insurance requirements.
- File naming standards are described in the permit guidance documents and must be utilized when uploading files.
- In all situations, before excavating, call 1-800-424-5555 (or 811) for utility locates.
- As described in individual permit guidance documents, inspections are to be scheduled Monday through Friday only, during regular business hours. Call the City of Bozeman Engineering Department at (406) 582-2280 to schedule. Allow a minimum of twenty-four (24) hours prior to time inspection is needed for scheduling.

Applicant Actions

- Create a new project workflow in ProjectDox by selecting Engineering Permit Review.
- Submit application form for City of Bozeman Engineering permits associated with the Stage 3 Final Infrastructure Review submittal.

City Actions

- The City will pre-screen the permit application submittal to ensure the Applicant has provided a complete package and uploaded files.
- Once deemed adequate in pre-screen, a City review Engineer or staff member will be assigned to the project and the review process will begin. If corrections are required or documents are missing, the submittal will be returned to the applicant.
- Engineering staff will review the permit application and will post a decision letter in the “Decision” folder in ProjectDox. The Applicant will receive an email stating the letter is available in the decisions folder in ProjectDox.

Relevant References

The references for the five (5) types of permits listed above vary depending on the requirements of the individual permit. Generally, the Applicant/Permittee should be familiar with the following references.

- City of Bozeman Design and Construction Standards
- City of Bozeman Municipal Code
- Individual permit references as provided on permit guidance documents.

Next Steps

The Applicant will proceed to Stage 5 of the Engineering Infrastructure Review Process, “Pre-Construction Submittal Review and Meeting.”

City of Bozeman Contact Information

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