

Will County DOT
Utility Permit Guidelines
Revised 8/31/2016

Please follow these guidelines when submitting Utility Permit Application to our office.

1.

Review WCDOT System Map on our webpage to ensure the location is our jurisdiction:
<http://www.willcountyllinois.com/County-Offices/Economic-Development/Division-of-Transportation/Highway-System>

Call ahead if you are not sure about the location or need help determining jurisdiction.
Call ahead if this will be your company's first permit in WCDOT right-of-way; a Utility Annual Bond or Letter of Credit will be required to be established before the first permit is issued, and Usage Fees may apply.

2.

Review WCDOT Permit & Access Control Regulations – Section 3 – Utility Permits
<http://www.willcountyllinois.com/County-Offices/Economic-Development/Division-of-Transportation/Permit-and-Access-Regulations>

Link on left side of page

We follow IDOT requirements. The IDOT Utility Permits webpage provides federal and state references for design and traffic control.

<http://www.idot.illinois.gov/doing-business/permits/utility-permits/index>

3.

Prepare Utility Permit Application form.

Review Permit Types and Application Amount Fees on the Utility Permit Application page and choose the one that most nearly describes the work. If not sure, look at the time ranges to complete the work to make your decision.

- We do not issue permits for Emergency work but we do need to be informed. If the emergency work exceeds 72 hours then a permit is required.
- We do not issue permits for Minor Maintenance (60 min or less).
- If the work is minor in nature but is estimated to take more than 60 min then it is considered Major Maintenance and a permit is required.
- We waive permit fees for all government agency funded work (IDOT, County, municipal, etc).

Call ahead if you are not sure about the type of permit and fee.

Utility Companies with a franchise agreement (ComEd, Nicor, AT&T, Comcast) or routinely receive permits (WOW), go directly to step 4 and submit the Utility Permit Application and Utility Permit at the same time.

Other companies, this is a two-step process: first, submit the Utility Permit Application with plans, and second, upon review and approval WCDOT will prepare the Utility Permit for your signature.

4.

Prepare Utility Permit form.

- In the middle narrative portion, briefly describe the work. Note the public project or development if applicable.

- Attach plan showing accurate description and location of work. Include North arrow, right-of-way line if placing new facilities parallel to centerline, distance to nearest marked intersection.
- NO PAVEMENT CUT of County Highway or any other paved surface within the right-of-way, without written permission from Will County DOT. Please call out clearly on the plans.
- New facilities parallel to centerline shall be placed within 8 feet of the right-of-way line if possible.
- All underground crossings shall be at 90 degrees to the roadway centerline.
- All underground installations shall have a minimum of 30 inches of cover.
- Underground crossings of gas and petroleum pipelines and waterlines shall be at least 10 feet below centerline top of pavement and 5 feet below bottom of ditch.
- All aerial crossings shall maintain minimum vertical clearance of 18 feet over the roadway including all communication cables.
- Backfill requirements as follows: CLSM (flowable fill) in open cut trenches within intersections and at transverse crossings (perpendicular to centerline) of the pavement. Trench Backfill in Longitudinal trenches (parallel to centerline). CLSM or trench backfill up to the existing subgrade and then match aggregate and pavement layers.
- All retired and abandoned facilities within the WCDOT right-of-way shall be removed.

In addition to the above requirements for WCDOT and other public projects, utility relocation plans shall be superimposed on project utility plan sheets. Plus:

- Leave standpipes at test-holes.
- For all underground crossings by boring, the utility company shall leave a paint mark on the pavement with the depth to top of pipe or cable at the crown (high point) of the road, at the edge of pavement on each side of the road, and on the ground at the low point of the ditch on each side of the road.

5.

Provide a traffic control plan for lane closures with significant impact on traffic, depending on location, duration of impact and the opinion of Permit Engineer. A traffic control plan is required for all detours. The MUTCD shall be followed at all times.

5.

Provide a Certificate of Insurance for contractor performing work; Will County Division of Transportation as Insured or Additional Insured. We follow IDOT requirements for insurance.

6.

Submit two copies so we can mail one back to you.

7.

Include pre-addressed stamped envelope, correctly sized to return one executed copy of the permit(s).

8.

As an exception in times of urgency, we can process an application submitted electronically.