

# Permits



- Restructured the Permit Process for Traffic Signal Construction
- Fairfax Permits Office
- Manassas Permits Office
- Leesburg Permits Office

## PERMIT PROCESS FOR TRAFFIC SIGNAL CONSTRUCTION

1. **Land Use Permit:** Following items submitted to VDOT Permits Office (for each signal):
  - Land Use Permit application (LUP-A)
  - Land Use Permit Special Provisions (LUP-SPG)
  - Land Use Permit Erosion & Sediment Control Contractor Certification (LUP-ESCCC)
  - Land Use Permit Work Zone Traffic Control Certification (LUP-WZTCC)
  - Permit processing fee: \$1,100
  - Surety requirement: Surety shall be based on the estimated cost of work as approved by the Permit Office.  
(Forms of surety include cash bond, surety bond (LUP-SB) or letter of credit (LUP-LC).)
  - Four (4) copies of VDOT approved Traffic Signal Plan. Note: Signal plans are only valid for one year from date of approval. Plans with expired approvals must be resubmitted for review.
2. **Signal Submissions Package:** Submit ten (10) copies of signal submissions package to Permits Office with pole shop drawings, foundation designs, mast arm pole analysis, soils tests report and one (1) copy of approved signal plan. Permits Office will forward signal submissions packages to NOVA District Office for review by Traffic Engineering, and district support sections. Permits Office will notify Permittee of any review comments requiring resubmission for second review. Once approved, the packages will be marked "REVIEW COMPLETE" and returned to Permittee.
3. **Communication Circuit:** Signal contractor shall contact VDOT NRO Communication Group Ida Stephens 703-334-0882 [Ida.Stephens@VDOT.Virginia.gov](mailto:Ida.Stephens@VDOT.Virginia.gov) or Tim Terry 703-334-0362 [Tim.Terry@VDOT.Virginia.gov](mailto:Tim.Terry@VDOT.Virginia.gov) one hundred twenty (120) days prior to the start of the traffic signal construction to establish the communication provider and to coordinate the communication activities. Traffic signals shall not be placed into operation until the communication circuit has been completed and confirmed operational.
4. **Signal Timing Plans:** Eight (8) Signal timing plans in Synchro (Four (4) weekend plans and Four (4) weekday plans) to be submitted to Permits Office no more than six (6) months prior to project completion and no less than sixty (60) days prior to activation of the traffic signal. Permits Office will forward Signal Timing Plans to NRO Traffic Signal Operations Section for review and approval. Note: The traffic signal shall not be activated until the timing plans are accepted.
5. **Start of work:** Permittee shall notify Permits Office in writing five working days prior to start of any signal construction activity. Permits Office to be contacted requesting all lane closures by Wednesday of the week prior to lane closures. Signal submission packages must be VDOT approved prior to the commencement of any work on the poles or foundations.
6. **Foundation Inspection:** Prior to pouring concrete, the foundation must be inspected and certified by an independent inspector provided by the developer. Prior to acceptance of the signal, an installation certification provided by a Professional Engineer, with Virginia license, shall be provided to the Permits Office. The certification must include a statement indicating that the rebar and concrete is as prescribed on the approved foundation design. It shall also state the foundation has been installed in accordance with the approved plans and VDOT standards and specifications.
7. **Electrical Service Inspection:** Written request to Permits Office for electrical service inspection ten (10) working days in advance of inspection. The request must include the permit number, route number, the intersection of the signal, power company work request number or work order number, and power company contact information/email address.
8. **Communication Inspection:** Written request to Permits Office for communication infrastructure inspection five (5) working days in advance of the inspection. The request must include the permit number, route number and the intersection of the traffic signal.
9. **Structural Inspection:** Written request submitted to Permits Office for the scheduling of Structural Inspection by NOVA Structures & Bridge Section. Note: Signed and completed structural inspection punch list form must be returned to Permits Office prior to the scheduling of any further signal inspections.
10. **Pre-Turn On Inspection:** Prior to full color activation, Permittee shall submit a written request to Permits Office ten (10) working days in advance for the scheduling of Pre-Turn On Inspection. Request must include the permit number, route number and intersection of signal. No signal will be placed into flashing operation until it is 100% complete including all improvements such as but not limited to road construction, pavement markings and signs.
  - -No signal will be activated (Flashing or full color) without VDOT approval.
  - -A minimum of 72 hours flashing operation is to precede any full color operation.
  - -Signals will not be placed into full operation on Mondays, Fridays, holidays or days preceding or following holidays.
11. **Final Signal Inspection:** After 30 days of continuous and error free full color operation, Permittee shall submit written request to Permits Office for the scheduling of final signal inspections by NROIC signal inspection personnel.
12. **Signal Acceptance:** After notification from NROIC inspector of VDOT acceptance, and final signoff by the permit inspector the Land Use Permit will be completed and surety released.
13. **Electric Account Transfer:** After VDOT acceptance of signal, permittee shall provide a copy of most current billing statement with the account number to the Permits Office for the transferring of the account from permittee to VDOT.

Manassas Permits Contact: Dave Heironimus, 703-366-1915 [David.Heironimus@VDOT.Virginia.gov](mailto:David.Heironimus@VDOT.Virginia.gov)  
 Fairfax Permits Contact: Mike Kroskie, 703-259-2788 [Michael.Kroskie@VDOT.Virginia.gov](mailto:Michael.Kroskie@VDOT.Virginia.gov)  
 Leesburg Permits Office: Douglas Pratt, 703-669-5723 [Douglas.Pratt@VDOT.Virginia.gov](mailto:Douglas.Pratt@VDOT.Virginia.gov)

- During initial Permit submission
  - If the permit is for signal work only
- As a revision to Permit
  - If there is other work associated with the permit
  - Closer to the time of construction
- Once under Permit
  - Permits Section is the point of contact at VDOT for the reviews and will coordinate meetings with reviewers if needed

## One Signal per Permit vs Multiple Signals per Permit

- One Signal per Permit
  - This is VDOT's preferred option
  - Cleanest most manageable
  
- Multiple Signals per Permit
  - Responsibility on the Permittee to keep the submission paperwork in order per intersection (maybe rejected if not in order)
  - Permit stays open longer
  - There will be no bond reduction

Below is the Link to the website where you can obtain all permit forms and guidelines

<http://www.virginiadot.org/business/bu-landusepermits.asp>

# Q & A