



ORANGE COUNTY DEPARTMENT OF PUBLIC WORKS

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PROCEDURE FOR OBTAINING A DRIVEWAY OR UTILITY PERMIT FROM ORANGE COUNTY DEPARTMENT OF PUBLIC WORKS

STEP 1: Review and Approval of Plans

Engineered plans are required to be reviewed and approved from this office prior to applying for a permit. The engineered plans are required to be in conformance with Orange County Department of Public Works Policy and Standards.

A complete copy of Orange County Department of Public Works Policy and Standards can be obtained from the County Website: ORANGECOUNTYGOV.COM, then go to *Public Works*, click on *Permits* and the *Policy and Standards* can be reviewed or printed out.

The policy describes all of the requirements for a commercial, residential, and utility work that is to be performed within the County Right of Way or on the County Road.

No site preparation or construction including, site clearing, logging, or utility connections, shall commence until a valid highway work permit has been secured from Orange County Department of Public Works, under Section 136 of the Highway Law.

STEP 2: Applying for the Permit

Once an approval letter has been provided to the owner/applicant/contractor from Orange County Department of Public Works a permit can be applied for.

The Permit Application can be obtained from the County Website: ORANGECOUNTYGOV.COM, then go to *Public Works*, click on *Permits* and click *Permit for Work on a County Road*.

It is the responsibility of the applicant to verify the permit package being submitted is a complete package and includes all the required documentation. A complete permit package will help expedite a review and issuance. A permit cannot be issued until all the required documentation has been submitted. If anything is missing, the permitting process will inevitably take longer until all the proper documentation is submitted. To help the applicant ensure that all the proper documentation has been submitted, please refer to the permit checklist on the next page.

STEP 3: Inspections

Inspections will be performed during the course of construction and at the completion of all work required under this permit.

STEP 4: Closing out the County Permit

All work associated with the Orange County Driveway Permit is required to be completed prior to the issuance of a Certificate of Occupancy from the local municipality (i.e. Village or Town). All earthwork/site work, etc. on the interior of the site are required to be completed prior to closing out the permit.

ORANGE COUNTY PERMIT CHECKLIST

IT IS THE RESPONSIBILITY OF THE APPLICANT TO VERIFY THE PERMIT PACKAGE BEING SUBMITTED IS A COMPLETE PACKAGE AND INCLUDES ALL THE REQUIRED DOCUMENTATION. PLEASE ENSURE THAT EVERYTHING BELOW IS IN ORDER BEFORE SUBMITTING TO OUR OFFICE. **ONLY COMPLETE PERMIT PACKAGES WILL BE ACCEPTED BY THIS OFFICE.**

If any of the below questions have been answered **No**, then permit packet is considered incomplete and can not be accepted by Orange County.

1. Permit Application (3 pages)

1.1 Two copies of the permit application are required to be completed in full and submitted to Orange County Department of Public Works: Highway Engineering.

1.2 Have all three pages been completed in their entirety? **Yes or No (Circle one)**

1.3 Have all three pages of the permit been signed and dated in the appropriate locations on the forms? **Yes or No (Circle one)**

2. Permit Fees

2.1 Have all the required fees been made Payable to **Orange County Commissioner of Finance**? **Yes or No (Circle one)**

2.2 **Application Fee & Inspection Fee:** The application and inspection fees can be combined into one regular check.

2.3 **Performance Deposit:** Performance Deposit is required to be a Certified Check or Bank Check.

3. Insurance requirements (3.1 thru 3.3 are required)

See pages 6-10 in the permit packet for all the insurance requirements. The referenced forms for the insurance requirements in section 3.2 & 3.3 below are the only acceptable forms for Workers' Compensation and Disability Benefits.

3.1 Provide an insurance certificate that includes Items 1-3, per the sample certificate in the permit packet.

3.1.1 Has a Certificate of Insurance that matches the sample certificate in the permit packet been submitted? **Yes or No (Circle one)**

3.2 Proof of Workers' Compensation – **Acceptable forms C-105.2, U-26.3 or GSI-105.2**

3.2.1 Has one of the above referenced forms* been submitted for proof of Workers' Compensation? **Yes or No (Circle one)**

3.3 Proof of Disability Benefits – **Acceptable forms DB-120.1 or DB-155.**

3.3.1 Has one of the above referenced forms been submitted for proof of Disability Benefits? **Yes or No (Circle one)**

If exempt from Workers' Compensation and/or Disability Benefits, the CE-200 is required to be submitted. Instructions on how to obtain and complete the CE-200 are in the permit packet. There are two parts to the form: Part 1: Workers' Compensation, Part 2: Disability Benefits.

4. Compliance Certification (3 pages)

4.1 Has the 3-page Compliance Certification been completed in its entirety? **Yes or No (Circle one)**

5. Approved Plans

5.1 Are two sets of the approved plans attached? **Yes or No (Circle one)**