



# CITY OF HOUSTON

Department of Public Works and Engineering

## Guidelines for obtaining Permit for Excavation in the Public Way City of Houston Ordinance No. 2000-1115

### A. Emergency Excavation:

(Emergency means an unforeseeable event or occurrence that endangers health, life, or property, or a situation in which public need for uninterrupted utility service requires immediate corrective action to restore services.)

1. Submit (fax/e-mail) the form "**Notice to Commence Emergency Work**" before the excavation is initiated, then begin work.
2. Submit the form "**Application for Emergency Excavation Permit**" within 24 hours after the initiation of the excavation or, if the city offices are closed, within 24 hours after the offices of the city are first opened subsequent to the initiation of the excavation, and obtain a permit.\*
3. Submit (fax/e-mail) the form "**Certificate of Restoration**" after completion of excavation.

### B. Scheduled Excavation:

1. Submit the form "**Application for Excavation Permit**" and obtain a permit. \*
2. Submit (fax/e-mail) the form "**48 Hours Advance Notice to Commence Work** (based on Scheduled Permit)", 48 business hours before excavation is initiated.
3. Submit (fax/e-mail) the form "**Certificate of Restoration**" after completion of excavation.

### **GENERAL PERMIT HOLDERS ONLY:**

**Based on general permit an excavation can be commenced only if it will occur on pavement more than 5 years old, or if it is outside the Central Business District, or if it will involve an area less than 400 square feet or 200 linear feet, otherwise the general permit holder shall follow the procedures A and B above.**

### C. Emergency Excavation:

1. Submit (fax/e-mail) the form "**Notice to Commence Emergency Work**" before the excavation is initiated, then begin work.
2. Submit the form "**Report of Emergency Excavation** (based on General Permit)" within 24 hours after the initiation of the excavation or, if the city offices are closed, within 24 hours after the offices of the city are first opened subsequent to the initiation of the excavation, and obtain a confirmation from the City. \*
3. Submit (fax/e-mail) the form "**Certificate of Restoration**" after completion of excavation.

### D. Scheduled Excavation:

1. Submit the form "**48 Hours Advance Notice to Commence Work** (based on General Permit)", 48 business hours before excavation is initiated and obtain a confirmation from the City. \*
2. Submit (fax/e-mail) the form "**Certificate of Restoration**" after completion of excavation.

\* These applications and forms can be filed and submitted on the Internet. All forms and applications can be downloaded from the Internet and printed.

You can find us at:

<http://www.cityofhouston.gov> or

<http://pwegis.pwe.ci.houston.tx.us> then click on Street Cut Permit Online

**E-Mail Address: [Street.CutOps@cityofhouston.net](mailto:Street.CutOps@cityofhouston.net)**

**Fax Number: (713) 837-7100**

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For information contact: Department of Public Works and Engineering, Street Cut Permit System (SCPS), P.O. Box 1562  
Houston, TX 77251, E-Mail: [Street.CutOps@cityofhouston.net](mailto:Street.CutOps@cityofhouston.net), Telephone Number: (713) 837-0455, Fax Number: (713) 837-7100