

**CITY OF BIRMINGHAM  
ENGINEERING DEPARTMENT**

151 Martin Street, P.O. Box 3001  
Birmingham, Michigan 48012-3001  
(248) 530-1850

**SIDEWALK & DRIVE APPROACH PERMIT APPLICATION**

**CHECK ALL THAT APPLY:**

- SIDEWALK
- DRIVE APPROACH
- CURB CLOSING
- CURB CUT

**PERMIT TO CONSTRUCT, OPERATE, USE AND/OR  
MAINTAIN WITHIN THE RIGHT-OF WAY**

This form acts as an application for the permit  
and upon approval becomes the final permit for  
the work described herein.

**PERMIT VOID AFTER SIX MONTHS**

**DO NOT WRITE IN THIS BOX**

Permit No. \_\_\_\_\_

Insurance Attached: \_\_\_\_\_

\_\_\_\_\_ hereby makes application for a permit to

Applicant's Name (Please print)

CONSTRUCT concrete or asphalt flatwork on a City of Birmingham ROAD within the part of the right-of-way under the jurisdiction of the City of Birmingham described as follows:

Address: \_\_\_\_\_

Owner: \_\_\_\_\_

Is the proposed work within the Central Business District?

YES

NO

Will there be surface work performed on private property?

YES

NO

If YES, please describe \_\_\_\_\_

Are there trees within 6 ft. of proposed drive approach?

YES

NO

N.A.

**FEE CALCULATION:**

Sidewalk: \_\_\_\_\_ sq. ft. @ 40¢ =

**FEE:**

\$ \_\_\_\_\_

Drive Approach: \_\_\_\_\_ each @ \$35.00 =

\_\_\_\_\_

Curb Cut: \_\_\_\_\_ lin. ft. @ \$3.00 =

\_\_\_\_\_

Curb Closing: \_\_\_\_\_ lin. ft. @ \$3.00 =

\_\_\_\_\_

#101-000.0000-479.0011

**TOTAL** \$ \_\_\_\_\_ \$85.00 (minimum)

FORM/GRADE INSPECTION REQUIRED FOR ALL WORK ON PUBLIC PROPERTY PRIOR TO PLACING OF CONCRETE/ASPHALT  
CALL THE CITY INSPECTION LINE TO SCHEDULE INSPECTIONS AT LEAST 24 HOURS IN ADVANCE - (248) 530-1860.

I hereby apply for the above described permit and agree to comply with all the terms and conditions **on the back of this permit**, and the requirements of the ordinances of the City. **No materials other than standard broom finished concrete shall be used on City sidewalks, unless specifically approved as a part of this permit.**

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant's Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Phone #: \_\_\_\_\_

The application as requested above is hereby approved, subject to the conditions on back. The obligation to operate, use and/or maintain the facility to the satisfaction of the City of Birmingham remains in force as long as the facility exists and is within the right-of-way under the jurisdiction of the City of Birmingham.

**Not valid until stamped paid by City Treasurer.**

Approved By \_\_\_\_\_  
Engineering Department

Date: \_\_\_\_\_

**SKETCH PROPOSED WORK HERE** (include dimensions, ex. trees, pavements, curb cuts, obstacles, etc.)

Large empty rectangular box for sketching proposed work.

## The above named applicant agrees to do the following:

### GENERAL TERMS & CONDITIONS

1. Secure an approved permit from the City prior to the commencement of construction or maintenance operations. If a contractor is to perform the work detailed in this application, he shall assume responsibility along with the party of whom he has been retained, for any provisions of this application that apply to him.
2. All construction proposed under this application shall meet all requirements of the City.
3. Save harmless, indemnify, defend and represent the City against any and all claims arising out of or related to the creation, operation, use of continuing existence of the facility covered by the permit or for any other work done within City right-of-way whether or not specifically authorized, or in conformance with the description of activities for which the permit was issued. Applicants agree and understand that the obligations set forth herein are binding upon their successor, transferor, assigns, sureties and guarantors.
4. In rights-of-way with non-permanent pavements, surrender all rights hereunder, cease operations, and remove, alter, relocate at applicant's own expense whenever ordered to do so by the City, because of the need for the area covered by this permit for public uses and/or improvements.
5. The permit does not relieve the applicant from meeting any applicable requirements of law or other public bodies or agencies.

### CONSTRUCTION SPECIFICATIONS

1. DRIVEWAYS, SIDEWALKS: Driveways shall be 6" Concrete or 3" Asphalt on minimum 4" Gravel Base. Sidewalks shall be 4" concrete, deepened to 6" at driveways. Sidewalks shall be five feet wide or match existing.
2. CURB CUTS, CLOSINGS: Curb cuts shall be vertically saw cut 18" from back of curb with gutter maintained through driveway with one inch lip at curb line, or horizontally saw cut 1" above existing gutter pan. Chipping of existing curb shall not be allowed. Curb closures shall have the existing gutter saw cut at 18" and new curb and gutter poured to match the existing cross-section. Asphalt cap required on asphalt surfaced streets.

3. SUBGRADE: Concrete shall not be placed on frozen, dry, or uncompacted subgrade. Subgrade shall be stripped of all sod and organic matter. Fill shall be thoroughly compacted granular material.

4. TREES: Any construction involving removal or trimming of trees in the City R.O.W. will require a permit from the City of Birmingham Department of Public Services (DPS), (248) 530-1700. Sidewalks shall be placed at least 2', and driveways 6' from the face of any tree, unless otherwise approved herein, provided however, that regardless of the distance from the face of a tree, no roots over 10% of the dia. of the tree or 3" in size, whichever is smaller, shall be cut or damaged without approval from the DPS.

5. CONCRETE: All concrete shall, 28 days after placement, be capable of resisting a pressure of 3500 lbs./sq. in. without failure. A minimum of 6 sacks of cement shall be used per cu. yd. of concrete. Cement shall be air-entrained concrete; coarse aggregate shall be 6AA. A broom finish shall be used to roughen the surface. A smooth finish with a steel trowel is not permitted. Finished concrete shall be cured with a membranous compound or by such method as approved by City the Engineer. Backfill and restoration shall be completed within 2 days after pouring is completed.

6. JOINTS: Expansion joints shall be of the pre-molded, non-extruding, bituminous fiber filler type. Half-inch expansion joints shall be placed at intervals of not over 50 ft., also at junctions with sidewalks, drives, buildings, and other rigid structures, and between concrete approaches and back of curb. Three-quarter inch expansion joints shall be placed between all sidewalks abutting curbs. Contraction joints shall be divided into square surface areas insofar as feasible. Joints shall be formed by to minimum 1 inch depth.

7. INSPECTION: 24 hours notice must be provided prior to commencing activity. The inspection required will be dependent upon the type of work proposed. Pavements shall be inspected when all forms are in place and the sub grade is graded and compacted.

The work approved under this permit may be stopped by the City Engineer for any causes enumerated in the ordinances of the City as found on [www.ci.birmingham.mi.us](http://www.ci.birmingham.mi.us).