
Engineering Division Permit Inspection Policy

This guide should be used for general information only and not as a substitute for municipal by-laws and regulations.

Qualified personnel will perform inspections on an as available basis. Persons seeking one of the following inspections should contact the appropriate department 3-5 business days prior to the requested date.

Closing Permit	Engineering Division 937-778-2049
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- Site plan must be submitted with the permit application 3 days prior to the closure. Site plan will be reviewed prior to approval of permit.
- The work zone traffic control requirements will be inspected once they are in place.
- Person making request to close the **entire street/alley** must notify property owners/users on the closed street or alley in advance of closing, and provide access to those property owners/users of the closed street or alley, as necessary.
- “No Parking” signs must be posted 48 hours in advance of closing parking spaces.
- Street closings for block parties will be enforced by the City of Piqua Police Department.

Downtown Parking Permits	Engineering Division 937-778-2049
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- Business Parking
 - Proof of Insurance and VIN # of vehicle must be provided at time of permit submission.
- Residential Overnight Parking
 - Proof of Insurance, residence, vehicle registration and current driver’s license must be provided at time of permit submission.

Dumpster Permit	Engineering Division 937-778-2049
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- Site plans must be submitted with the application 3 days prior to the placement of dumpster. Site plans will be reviewed prior to approval of permit.

Handicap Parking Space Permit	Engineering Division 937-778-2049
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- An on-site interview will be conducted as part of the permit

Right-of-Way Permit**Engineering Division 937-778-2049**

- Proof of Liability Insurance must show City of Piqua as additional insured.
\$3000 Performance Bond is required.
- Work zone traffic control requirements will be inspected.
Final inspection for any asphalt openings must be scheduled with the Public Works Department at 937-778-2095.

Sanitary Sewer Connection Permit**Underground Utility Department 937-778-2018**

- Sanitary sewer connection in on/an existing main will need to be inspected by the Underground Utility Department.
- Sanitary sewer connection in/on private property will need to be inspected by the County Plumbing Inspector. Contact the Miami County Health Department at 937-440-5450 for the permit.
- Sanitary sewer main installation will be inspected by the Underground Utilities Department throughout construction.
- Sewer Tap Permit applications can be obtained at the Engineering Division 937-778-2049.

Sidewalk and Driveway Approach Permit**Engineering Division 937-778-2049**

- All forms must be in place and graded prior to placement of concrete; no work is to continue beyond the forms stage until accepted by the city's designated inspector. Call at least 24 hours prior to schedule an inspection.

Water Connection Permit**Underground Utility Department 937-778-2018**

- Underground Utility Department will perform inspection after permit is approved.
- Work must be coordinated with the Underground Utility Department prior to the schedule inspection.
- Water Connection Permit applications can be obtained at the Engineering Division 937-778-2049.

Storm Sewer Tap Permit**Underground Utility Department 937-778-2018**

- A Right of Way permit must be completed from Engineering Division 937-778-2049.
- Storm Sewer connection in/on an existing main or inlet will need to be inspected by the Underground Utility Department.
- Storm Sewer connection in/on private property will need to be inspected by the County Plumbing Inspector. Contact the Miami county Health Department at 937-440-5450.
- Storm Sewer main construction will be inspected by the Underground Utility Department throughout the construction.