



City of Wilmington
Engineering
929 N Front St | P.O. Box 1810
Wilmington, NC 28402-1810

910 341-7807
www.wilmingtonnc.gov
Dial 711 TTY/Voice

Right-of-Way Permit Guide - General

These guidelines will assist in the permitting and construction of right-of-way (ROW) permits. Applications can be submitted here: [Online Permit Application](#)

Getting Started and Overview:

- ❑ The [City of Wilmington Engineering Webpage](#) has helpful information for permitting. Please be reminded that the City Standard Provisions apply to all ROW permits.
- ❑ The online permit portal will be used to log-in, submit an application, upload supporting documents, pay associated fees and schedule inspections.
- ❑ Once an application is submitted, a member of the engineering department will review and provide feedback. Please allow up to 72 hours to start a review of your application.
- ❑ The fees associated with your permit are required to be paid prior to the release of a permit.
 - Your invoice may include Permit Fees, Temporary Use Fees, and Long-Term Resurfacing fees.
- ❑ After your permit is issued, you can schedule an inspection through the online portal.
 - Any work performed in the right-of-way MUST be inspected by a city inspector. Failure to adhere to this may require corrective action and incur extra costs.

Submission Details:

- ❑ APPLICATION: Complete the online application at the link above. Provide as much information and relevant submittals up front, as this will aid in the review time.
- ❑ SITE PLANS: A technical drawing of the proposed work and construction site is required.
- ❑ TEMPORARY TRAFFIC CONTROL PLAN Level 1-4:
 - Provide individual MUTCD or NCDOT traffic control details (Level 1) as a minimum.
- ❑ Additional supporting information that may be needed with your application:
 - Detailed project schedule of work tasks/phases.
 - Project specific construction details.
 - City of Wilmington Standard Details (these are located on the engineering webpage).
 - Construction feasibility report, typically acquired through a field check.
 - Subsurface Utility Engineering (SUE) information on existing facilities.
 - Permits from other entities, such as NCDOT, CFPWA, NCDEQ, Duke Energy.
 - Delivery or truck routes.

During Construction:

- ❑ Conduct Public Notification before mobilizing.
- ❑ Contact NHC 911 Dispatch for non-emergency road closures.
- ❑ Hold pre-construction meeting with City; subcontractors must attend.
- ❑ Call in the NC 811 utility locates and use white lining for all proposed facilities and excavations.
- ❑ Schedule all MANDATORY inspections thru the on-line portal.
- ❑ Provide reports when requested. (material tickets, testing reports, as-builts, compliance forms, etc.).
- ❑ Request any schedule updates 3-days prior to the permit expiration dates.
- ❑ DAILY: Practice public safety and adjust the traffic control and erosion control as needed.