



Loveland Public Works Department
10980 Loveland-Madeira Road
Loveland, Ohio 45140
(513) 583-3050
(513) 683-8089 FAX

**PROCEDURE TO OBTAINING A PERMIT TO MAKE IMPROVEMENTS IN THE
RIGHT-OF-WAY**

Permits must be acquired for all work performed within the public right of way. Permits are typically for installation of new utility mains and services, new or reconstructed driveways and sidewalks and may also be for emergency repairs.

Permit applications are initiated at the receptionist area at City Hall, 120 West Loveland Avenue. The front desk is available to accept applications, plans and permit fees at this location. Once the application is completed, it will be forwarded to the City Engineer for review and approval. The application must be submitted at least five (5) business days before any work starts.

After the permit is reviewed, the applicant is notified of the status of the project. If approved by the City Engineer, the applicant then needs to come to City Hall to obtain the permit to make the improvement in the right-of-way and pay a \$30.00 permit fee. The applicant then needs to contact the City of Loveland Public Works Inspector (707-6114) and schedule an inspection at least one (1) working day prior to commencement of work between the hours of 8:00 am and 4:30 pm. The permit must be kept on the premises. The applicant must also contact the Ohio Utility Protection System (OUPS) and request the location of all the utilities at least 48 hours prior to commencement of work. 1-800-362-2764

Signature of Applicant _____

Date ____/____/____