



Austin Transportation Department

Right of Way Management Division

P.O. Box 1088, Austin, Texas 78767

REQUIREMENTS FOR ROW LICENSE

Permits for the use of City of Austin Right Of Way may require Insurance, Bond, and/or License.

THIS IS A REFERENCE DOCUMENT ONLY. The required documentation will vary depending on the nature of work and associated permit. Permits are required per job and cannot be issued until all needed documentation has been provided. Failure to properly submit all required information will cause delays in approval of the permit.

INSURANCE, BOND, AND/OR LICENSE REQUIREMENTS BY PERMIT TYPE

RIGHT OF WAY PERMIT	INSURANCE	BOND - \$10K	LICENSE
Parking			
Temporary Storage Device/PODs			
Film	X		
Valet	X		
Vendor	X		
Dumpster	X	X	
Temporary Use of Right of Way	X	X	
Sidewalk Café	X	X	
Driveway/Sidewalk	X	X	X
Excavation	X	X	X

SPECIAL NOTES FOR INSURANCE, BOND, AND LICENSE:

- THE RIGHT OF WAY CONTRACTOR'S **LICENSE CONSISTS OF FOUR DOCUMENTS** -- 1. \$10K BOND 2. INSURANCE 3. RESOLUTION OF AUTHORITY (OR DOCUMENTATION IN LIEU OF) 4. AUTHORIZED AGENT FORM.
- RENEWALS OF INSURANCE, BOND, AND LICENSE ARE **NOT** AUTOMATICALLY PROVIDED TO OUR DIVISION.
- **INSURANCE EXPIRATION DATES VARY.** COVERAGE *TYPICALLY* EXPIRES ONE YEAR AFTER ISSUANCE.
- **ORIGINAL** BONDS SHOULD BE PROVIDED DIRECTLY TO OUR STAFF. **DO NOT DROP OFF OR MAIL.**

LICENSE DOCUMENTATION AND FEES

LICENSE DOCUMENTATION

- COMPLETE DOCUMENTATION SHOULD BE PROVIDED DIRECTLY TO OUR STAFF. **DO NOT DROP OFF OR MAIL.**

Annual requirements for a License include:

A. The Bond must meet these requirements:

See https://austintexas.gov/sites/default/files/files/Transportation/Right_of_Way/Bond_Requirements.pdf.

B. The Certificate of Insurance must meet these requirements:

See

https://austintexas.gov/sites/default/files/files/Transportation/Right_of_Way/Insurance_Requirements.pdf.

C. The Resolution of Authority (or documentation in lieu of):

1. Signed by an Officer/Member of the company who did NOT sign the Bond. If there is only one Officer/Member/Partner with signing authority then the following can be provided in lieu of the Resolution:
 - Current Articles of Incorporation
 - Current Assumed Name Certificate (DBA)
 - Certificate of Formation

2. Indicate the structure of the company (LLC, Partnerships, or Corporation)

3. Be dated within 6 months of the execution date of the bond.

****A current Resolution of Authority must be provided if the Bond/Continuation Certificate required a Principal's signature.****

4. See

https://www.austintexas.gov/sites/default/files/files/Transportation/Right_of_Way/Resolution_of_Authority.pdf for form.

D. The Authorized Agent Form must meet these requirements:

1. Grant permission to individuals who may utilize the Right of Way Contractor's License to:

- Obtain a permit
- Submit a permit request

2. If not completed in front of Right of Way staff, should be notarized.

****The Principal (named on Bond) AND the Officer/Member (named on Resolution or documentation in lieu) are Authorized Agents by default. ****

3. See

https://www.austintexas.gov/sites/default/files/files/Transportation/Right_of_Way/Authorized_Agent_Form.pdf for form.

FEES

https://www.austintexas.gov/sites/default/files/files/Transportation/Right_of_Way/Fiscal_Year_2018_Approved_Fees.pdf

CITY CODE

For information about City Ordinances, Standard Details, Transportation Criteria Manual, etc. go to <https://www.municode.com/library/tx/austin>. For in depth insurance, bond, and license requirements, reference the following sections:

Driveway/Sidewalk Permits – 25-6-231 through 25-6-235
Excavation Permits – 14-11-102 through 14-11-103
Film Permits – 14-6-4
Sidewalk Café – 14-4-7

Temporary Use of Right of Way Permits (includes Dumpster Permits) – 14-11-102 through 14-11-103
Valet Permits – 13-5-4
Vendor Permits – 14-9-21 through 14-9-23

THIS IS A REFERENCE DOCUMENT ONLY. SPECIFIC LICENSE REQUIREMENTS VARY DEPENDING ON THE NATURE OF WORK AND ASSOCIATED PERMIT. REFER TO THE PERMIT APPLICATION AND/OR REQUIREMENTS PACKET FOR SPECIFICS.