



**Public ROW/Easement Permit**  
**Rules and Regulations**  
Community Development Department

City of Shenandoah  
29955 I-45 North  
Shenandoah, Texas 77381  
281-298-5522  
[www.shenandoahTX.us](http://www.shenandoahTX.us)

The following information is provided to assist you with procedures and requirements for submitting a permit request. If you have any questions after reading this information, please contact our Customer Service Representatives at 281-298-5522.

All plans must be designed per the 2018 International Codes, 2020 National Electrical Code, and 2018 IECC, with local amendments.

Commercial general contractors shall provide general liability insurance in the amount of 1,000,000.00 per occurrence along with workers' compensation coverage; the City of Shenandoah is required to be a Certificate Holder. Commercial subcontractors shall provide general liability insurance in the amount of 1,000,000.00 per occurrences unless Texas state law requires a lesser amount in which case the City will accept the lesser amount; the City of Shenandoah is required to be a Certificate Holder.

The City of Shenandoah will no longer accept payment via credit card for fees and fines assessed to building projects. The City of Shenandoah's current fee schedule is posted for review on the City of Shenandoah website, [www.shenandoahTX.us](http://www.shenandoahTX.us). The City of Shenandoah strictly adheres to the collection of current fees and fines.

**General Information**

- Projects must not be started until the permit has been paid for and posted on the job site.
- Construction hours are Monday thru Sunday 7 A.M to 10 P.M.
- All signs are permitted separately including construction, temporary and permanent signs.

**Documents for Plan Review**

**All plans shall be submitted in a digital PDF format.**

- Provide a completed application along with a scaled site plan clearly indicating the location of work to include indication of property lines, setbacks, easements, ROW and any improvements to the location or proposed area of work.
- If the contractor fails to act upon the permit within 90 calendar days of issuance the permit shall become invalid, and the person will be required to obtain another permit.
- Once the Permit is approved the contractor shall give the city a minimum of 48 hours' notice. Call the permit hotline 832-585-8144 to give required 48 hours' notice.
- Any locates that need to be completed by the City requires a 72 hours' notice, contact customer service at 281-298-5522.

- A traffic control plan is required for any blockage of the public right-of-way. Plan must conform to the current Texas Manual on Uniform Traffic Control Devices standards. The plans must also clearly depict the construction stage and must be compiled by Licensed or Certified personnel. A copy of the current certificate shall be submitted as part of the request.
- Any excavation and other construction in the public rights-of-way shall use trenchless technology whenever commercially economical and practical and consistent with, obligations on other similar users of the publish rights-of-way.
- After construction, expansion, reconstruction, removal, excavation or other work is complete the contractor must promptly restore the rights-of-way in accordance with the city requirements. The contractor shall replace and properly relay and repair the surface, base, irrigation system and landscape treatment of any public rights-of-way that may be excavated or damaged by reason of the erection, construction, maintenance, or repair of the person’s facility within 30 days after completion of the work in accordance with existing standards of the city in effect at the time of such work.
- Approved plans must be on site for the inspection.
- As-Built plans are required to be submitted no later than 60 days after the final inspection.
- Please refer to section 62 of the City Code of Ordinance for additional requirements.

**All ROW permits expire 180 days from the date the permit is issued.**

## Inspections

At all times during the construction the site must be maintained in a safe condition.

- **Pre-Construction:** – Inspection must be requested 48 hours prior to construction. Failure to give such notice will subject the person to a stop work order from the city and enforcement action.
- **Final:**
  - a. All Work shall be complete. The on-site inspection will take place to determine that the ROW has been restored to equal or better than start of construction.
  - b. As-Built documents shall be delivered to the City within 60 days of the inspection.

Please Note the City will make periodic inspections to ensure the following:

- a. SWPPP: BMS and other good housekeeping practices shall be maintained at all times. If the project does not maintain these good practices the site will be shut down until brought into compliance.
- b. If Traffic control measures are in use they shall be maintained in good working order and per the approved plans.
- c. Repair/Restoration work should begin as soon as practicable once the major construction activities have been completed in an area.

**It is the responsibility of the owner/contractor to comply with all adopted codes by the City of Shenandoah. Additional information may be required to ensure code compliance. Any oversight on the part of the city during plan review or inspection does not relieve the owner/contractor from complying with all applicable codes and standards.**

**City approved plans must be on-site for each inspection.**

**I have read the information as stated above.**

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Contact Number