

REQUIREMENTS FOR SPECIAL USE PERMITS AND HAUL PERMITS

A Special Use permit to work in the City of Tempe public right-of-way and a Haul permit shall **ONLY** be issued when a valid Certificate of Insurance (ACORD) and a copy of the contractor's valid State of Arizona Contractor's license are BOTH on file with the City of Tempe Engineering Division.

For insurance requirement questions, please call 480-350-8288 or 480-350-8200.

When all insurance requirements and contractor license requirements are met for a Haul permit or Special Use permit, call the Transportation Division at 480-350-8219 for review and approval.

A Special Use permit for right-of-way work may be issued over the counter, after review by the Engineering Division. A minimum of \$155.10 fee is paid at the time of issuance. See Current Engineering Fees for additional information. A Haul permit may be issued over the counter, after review by the Engineering Division. [Please review the Current Engineering Fees document to determine the Haul permit costs.](#)

When alleys require closure to accomplish the contractor's work, call Solid Waste Services at 480-350-8128 to find the times for trash pickup. All alley work shall be coordinated with Solid Waste Services.

Once a Special Use permit is issued, the contractor must notify a barricade company of the permit number and request a traffic control plan. The barricade company will submit the traffic control plans to the City of Tempe Transportation Division, 480-350-8219, for review and approval.

NOTE:

[AMERICAN TRAFFIC SAFETY SERVICES ASSOCIATION \(ATSSA\)](#) certification is required to set up and remove all barricades. A State of Arizona Contractor's "A" license is required to work in the City of Tempe right-of-way.