

There are three types of licenses that allow a contractor to do work in city Right-of-Way:

1. *Sidewalk Layers License*
2. *ROW Excavators License*
3. *Obstruction License*

### **SIDEWALK LAYERS LICENSE**

This license permits the construction of city sidewalk, driveway aprons and curb & gutter.

### **ROW EXCAVATORS LICENSE**

This license permits a contractor to excavate in city street right-of-way for purposes of, but not limited to lateral repair/installation, soil boring, monitoring well placement and private or public utility laying.

### **OBSTRUCTION LICENSE**

This license is for parties that plan on placing or storing any temporary object within city right-of-way including the sidewalk, terrace or street. Common examples are dumpsters, scaffolding, barricades or vehicles. This license and permit is not needed to accompany work covered under a sidewalk or ROW excavators license and permit. The City Clerks Office is responsible for issuing this license and permit exclusively.

### **How do I get a license?**

All licensing is handled by the City Clerk's Office, Room 104 of City Hall (920) 236-5011. Applications and forms can be obtained from the same office.

The following annual license requirements need to be filed with the City Clerks Office:

- a completed license application
- a \$5,000 surety bond on the city's bond form
- a current Certificate of Insurance with the City of Oshkosh listed as an additional insured
- \$20.00 fee

**Plan ahead at least a few days in advance!** Licenses are valid for the current calendar year *only* and must be renewed yearly. City staff may not be available to immediately process license submittals the same day you wish to apply for a permit and begin work. Insurance certificates on file should also be kept up to date for policies renewing mid-year.

The required \$5,000 surety bond protects the City and property owners against sub-standard work by providing a maintenance guarantee for a period of two (2) years after the expiration of the license.

### **PERMITS**

#### **DON'T FORGET YOUR PERMIT!**

Sidewalk and excavation permits are issued by the DPW Engineering Division, Room 301 of City Hall (920) 236-5065. Permits should be taken out for each work situation and are usually valid for 60 days. There is no fee for a permit. *Note: Permits will not be issued until a license application has been processed.*

A copy of the permit should be available for inspection on site. Failure to have a permit and license when working in city ROW may result in fines and other punitive action.

Proper barricading and signage is also required according to state specifications to safely direct traffic around work sites.

### **PRIVILEGE IN THE RIGHT-OF-WAY**

Private features that are to be installed within city right-of-way, such as fiber-optic lines, monitoring wells or fire escapes require a PRIVILEGE IN THE RIGHT-OF-WAY. This is granted by City Council action only. Further inquiries should be addressed to the Planning Department, Room 204 of City Hall (920) 236-5055. Following Council approval of a Privilege in the ROW, the usual contractor licensing and permitting procedures still need to be followed.

CITY OF OSHKOSH



DEPARTMENT OF  
PUBLIC WORKS  
&  
CITY CLERKS OFFICE

Licensing and Permitting  
Procedures for working  
in City Right-of-Way

- Sidewalk Layers License
- ROW Excavators License
- Obstruction License
- ROW Permits
- Privilege in the ROW