



MEMORANDUM

TO: All UIR Administrators

FROM: Jennifer L. Beltran
Pharr District Permit Coordinator

SUBJECT: UIR Requirements

DATE: 06/10/08

In an effort to clarify and streamline the permit requirements, the following are required in every permit that is submitted through the UIR (Utility Installation Review) System. By including every item that applies to your permit, will ensure a faster approval. If items needed are missing from your permit the Permit Office will send the permit back for a revised permit.

Use this sheet as your guide/checklist for your permit if applicable:

- Indicate the kind of line to be used, copper, fiber optic, etc....
- Does line run **along** or **across** road?
- PSI if any, example 40PSI, 60PSI, etc...
- Casing if any, steel, pvc, etc...if no casing to be used be advised that a 10' minimum depth is required.
 - Casing for TV cable or phone lines crossing state roadways shall use HDPE.
- Reference Marker number, distance and direction from beginning of proposed job.
 - Example: Work is approx. 1.4 miles west of reference marker 365.
 - Do not make reference to a reference marker that is not located on the road the proposed work is for.
- Ensure placement of the star on page 4 is correct and depicts your approximate location.
- What alignment of the R.O.W. will you be the working? (No even numbered alignments are allowed.) Be sure to measure the distance from the R.O.W. line, not back/edge of curb.
 - Please include all utilities within your work site, this includes both vertical and horizontal. (Eff 06/11/08)
- Include the linear footage of the proposed work.
- Make reference to distance of closest intersection in both the description area as well as the attachments.
- Make reference to the roadway the work is being proposed on, FM1015, US83, etc...
- For work that will be conducted on several roads, you must submit a separate permit for each road you are proposing work on. For example: *Do not submit 1 permit for work on US83 & work on FM1016. This requires 2 separate permits.*
- For several installations on the same road, you may submit on one permit provided they are all of the same "Installation Class".
- **State** the Natural Ground Elevation, and **state** the proposed elevation in both the description area as well as the attachments. This is for any underground work including bleeder lines, taps, bores, etc.
 - Example: Natural ground elevation is 95', and proposed elevation is 89'
 - Please follow the depth of coverage requirements. (Available on the UIR system)
- All bores must be at least 90 degree angle...if otherwise please specify.
- If buried electrical please specify voltage to be used
- Attach legible plans in black and white only.
 - Need to be drawn to scale, and accurately dimensioned.
 - Must show roadways and proposed work.

- Attach a vertical profile/cross section/trench detail reflecting each proposed utility. In your plans show trench details, bore cross sections, and splices, etc...
- For all Storm Bleeders (8" or less), a 10yr. Storm Plan/Hydraulic Detail must be attached; Signed and sealed by engineer.
 - The City of McAllen requires a 25 yr Storm Plan/Hydraulic Detail
 - Colonias require just a 5 yr storm plan/hydraulic detail.
- In the comment section, add the name & number of the foreman for this job. This allows communication between the TxDOT inspector and the foreman in case there are any questions related to the job.
- If you encounter any issues while out on the field and need to make corrections to your proposed work, you can request an amendment through the UIR.
 - Alignment, distance, depth, ... etc
- Once permits are approved customer must notify the maintenance section 48 hours via UIR prior to construction.
- Tree-trimming permits need to state whether any type of herbicide will be used. These permits are valid for 1 yr. One permit per roadway allowed.
- Open pits are allowed a maximum of 72 hours with proper barricades for safety of traveling public. Needs to be depicted on plans.

General Information

- Permits expire 6 months after approval.
 - Once permit expires, an amendment can be requested for a time extension.
 - Permits should be requested close to time of construction.
 - If permit on work site is expired; inspectors will shut down project temporarily till extension is received.
- Incomplete request will be deleted after 1 month.
- Submitted permits that are not sent back after revision request will be deleted after 2 months. A new permit will then need to be requested.
- If you withdraw a permit there must be justification on why it is being withdrawn. Permit will be sent back requesting this information if sent otherwise.
- We recommend that customers check their UIR account daily if they have permits pending to avoid delays if revision is needed by TxDOT.
- All necessary information needs to be included in description of permit and attachments before it can be submitted for approval.
- If you encounter any issues while out in the field and need to make corrections to your proposed work, you can request an amendment through the UIR for your approved permit.
- No open-cuts will be allowed on state ROW. Exceptions are on case by case basis, depending on engineer approval.
- Emergency repairs still need to be submitted with all necessary information before, during or after work. Please call maintenance section before start of work, this is to prevent work being stopped.
- Once a permit gets approved, only work detailed in description area will be permitted.
- A copy of the permit **MUST** be on the job site at all times during any construction.
- Inspectors will be shutting down projects if:
 - Permit is not available on work site.
 - 48 hour notification was never received via UIR
 - Permit is older then 6 months and no time extension was requested.
 - If there is other work being done within ROW that is not noted on permit.

If you should have any questions or need clarification please feel free to contact me.

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