



CITY OF HENDERSONVILLE PERMIT APPLICATION

APPLICATION FEES \$10.00

PUBLIC WORKS DEPARTMENT

305 WILLIAMS STREET (828) 697-3084

Date(s) Work to be done Start Date: Duration of Job:

(Check One Below)

Sidewalk Encroachment

Sidewalk Cut

Asphalt Cut

Driveway Cut

Awning(New)

Sidewalk Construction

Parking Space Closure with Sidewalk Encroachment

Name of individual and/or Business doing work:

Phone

(w)

(c)

Physical Address of Work Location:

Description of work to be performed (attach a drawing of proposed construction or work area)

City of Hendersonville Public Works Department
305 Williams Street
Hendersonville, NC 28792
7am-4pm Mon - Fri
(828) 697-3084

****You will be notified by Public Works on a decision relative to your request****

****Please allow 1-2 business days for processing request ****

Payment method – Cash/ Check or Credit Card taken in office. Check made payable to the “City of Hendersonville”

For Public Works Office Use Only

Approved

Disapproved

Signature Public Works Director

Date

Signature Assistant Public Works Director

Date

Public Works Administrative Assistant

Date

SIDEWALK and STREET ENCROACHMENT SAFETY MEASURES/REQUIREMENTS

- A five (5 ft) foot wide area shall be maintained for pedestrian traffic through the work zone.
- Pedestrians shall be protected while traveling through and near the work zone. Contractor is responsible for providing tape/barricades etc.
- Adjacent vehicles shall also be protected from damage.
- Flag or tape off the work zone to pedestrians out of the work zone.
- The project shall be completed in a timely manner and the work zone removed as soon as possible.
- All work involving the cutting of sidewalks shall involve contractor removing section of sidewalk from joint to joint. Repair to sidewalk must be completed by contractor as quickly as possible.
- All work involving the cutting of a City Street (Asphalt) shall involve contractor making an even cut to asphalt with no jagged edges and repair to said asphalt with NCDOT approved mix materials.

SPECIAL REQUIREMENTS

- Special parking request for parking areas or to block off a parking area shall be approved by the Hendersonville Police Department at least 2 days prior to the start of job
- The closing or blocking of a City Street shall require notification to and permission from HPD with at least a 2 day notification
- HPD Contact – (828) 697-3025 Ext 3047 Bruce Simonds