

This guide should be used for general information only and not as a substitute for municipal by-laws and regulations.

Qualified personnel will perform inspections on an as available basis. Persons seeking one of the following inspections should contact the appropriate department 3-5 business days prior to the requested date.

Block Way Permit	Engineering Office 778-2044
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- Site plan must be submitted with the permit application 3 days prior to the closure. Site plan will be reviewed prior to approval of permit.
- The work zone traffic control requirements will be inspected once they are in place.

Downtown Parking Permits	Engineering Office 778-2044
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- Business Parking
 - Proof of Insurance and VIN # of vehicle must be provided at time of permit submission.
- Residential Overnight Parking
 - Proof of Insurance, residence, vehicle registration and current driver's license must be provided at time of permit submission.

Dumpster Permit	Engineering Office 778-2044
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- Site plans must be submitted with the application 3 days prior to the placement of dumpster. Site plans will be reviewed prior to approval of permit.

Handicap Parking Space Permit	Engineering Office 778-2044
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- An on-site interview will be conducted as part of the permit process.

Right-of-Way Management Permit	Engineering Office 778-2044
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- Permit applicant must obtain Liability Insurance showing City of Piqua as additional insured.

Right-of-Way Opening Permit	Public Works Department 778-2095
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- Work zone traffic control requirements will be inspected.
- Final inspection must be scheduled with the Public Works Department prior to release of performance bond.

Sanitary Sewer Tap Permit

Underground Utility Department 778-2018

- Sanitary sewer tap in on/an existing main will need to be inspected by the Underground Utility Department.
- Sanitary sewer connection in/on private property will need to be inspected by the County Plumbing Inspector. Contact the Miami County Health Department at 937-440-5450 for the permit.
- Sanitary sewer main installation will be inspected by the Underground utilities Department throughout construction.
- Sewer Tap Permit applications can be obtained at the Engineering Department 778-20440.

Sidewalk and Driveway Approach Permit

Engineering Office 778-2044

- All forms must be in place and graded prior to placement of concrete; no work is to continue beyond the forms stage until accepted by the city's designated inspector. Call 4 hours prior to schedule an inspection.

Street and/or Alley Closing Permit

Engineering Office 778-2044

- Site plan must be submitted with the application 3 days prior to the closing. Site plan will be reviewed prior to approval of permit.
- The work zone traffic control requirements will be inspected once they are in place.
- Street closings for block parties will be enforced by the City of Piqua Police Department.

Water Tap Permit

Underground Utility Department 778-2018

- Underground Utility Department will perform inspection after permit is approved.
- Work must be coordinated with the Underground Utility Department prior to the schedule inspection.
- Water Tap Permit applications can be obtained at the Engineering Department 778-2044.

Storm Sewer Tap Permit

Underground Utility Department 778-2018

- A Right of Way Opening permit must be completed from Public Works Department.
- Storm Sewer tap in/on an existing main or inlet will need to be inspected by the Underground Utility Department.
- Storm Sewer tap in/on private property will need to be inspected by the County Plumbing Inspector. Contact the Miami county Health Department at 937-440-5450.
- Storm Sewer main construction will be inspected by the Underground Utility Department thought out the construction.