

Public Improvement Permit (PIP) Process

INTRODUCTION:

The Engineering Services Division of the Planning and Development Services Department issues public improvement permits (PIP) for work on privately funded public improvements in the City of Overland Park. Construction plans for public improvements are prepared by a professional engineer licensed to practice engineering in the State of Kansas and must be reviewed and approved by the Engineering Services Division prior to the issuance of a PIP. Additional information regarding the plan approval process may be obtained from the Engineer of the Day at (913) 895-6223. Following are the steps for a contractor to obtain a public improvement permit. This document is intended to assist contractors in the administrative process of obtaining a permit and does not include all requirements of the Overland Park Municipal Code relevant to permits.

GENERAL REQUIREMENTS FOR A CONTRACTOR TO OBTAIN A PIP:

1. After construction plans are approved by the Engineering Services' Review Engineer, they are transferred to an Engineering Technician for collection of all outstanding administrative items, including but not limited to:
 - Verification of receipt and accuracy of the performance and maintenance bond
 - Receipt of bid tabulations for project costs*
 - Verification of the bond amounts based on the bid tabulations
 - Receipt and accuracy of easements
 - Receipt and verification of contractor insurance
 - Filling out and sending the Contractor Application for Permit
 - Receipt of fees and monies
 - Receipt of legal contracts and agreements as verified by the review engineer
 - Verification that the plat is recorded

- * Acceptable documentation of project costs includes bid tabulations signed or certified by the engineer, or a copy of the executed construction contract(s). Engineers' estimates or other pre-bid documents are not acceptable documentation for verifying bond and permit fees.
- 2. Contractors desiring to obtain a public improvement permit must submit a Performance and Maintenance Bond identical to the City-approved form available at www.opkansas.org. Some work shown on the approved construction plans may be bonded separately, resulting in more than one bond per project; however, the Engineering Technician should be contacted prior to obtaining bonds for appropriate subdivision of the work. Bonds may be separated into street/paving, storm sewer, and streetlighting.
- 3. The contractor should provide a copy of the bond to the Engineering Technician who will fill out the Contractor Application for Permit and e-mail the completed form to the contractor for signature.
- 4. The Contractor shall provide under one submittal:
 - a) an original bond on the City authorized form,
 - b) bid tabulation (cost break down of the public improvement portion of the project) and
 - c) the Contractor Application for Permit with original signature (available from the Engineering Technician)
 - d) Insurance certificate conforming to requirements of Overland Park Municipal Code Chapter 13.01.
 - e) Streetlighting approved materials submittal and project data sheet

Submit to the Engineering Services Division, PDS Department, 8500 Santa Fe Drive, Overland Park, KS 66212

- 5. The Manager of Engineering Services will sign the approved construction plans and authorize a public improvement permit after all outstanding administrative items have been addressed and received by the Engineering Technician.
- 6. Once construction plans and permits are signed by the Manager of Engineering Services, the Engineering Technician contacts each contractor so they may pick up a set of construction plans and a PIP Permit. The design engineer also obtains a set of plans and a copy of the PIP permit for their files. Any remaining sets of signed plans will be divided among contractors for field use.

7. Prior to receiving a public improvement permit, the review engineer will schedule and hold a pre-construction meeting with the contractor(s), and the assigned project inspector. The pre-construction meeting may be waived in some instances if a pre-construction meeting has already been held with the issuance of a land disturbance permit when the same contractors are involved. In the absence of a pre-construction meeting, contractors will still need to contact their assigned inspector prior to beginning construction.
8. After a contractor obtains a set of plans signed by the Manager of Engineering Services and an original public improvement permit, usually given out at the preconstruction meeting, work may begin once the contractor has installed all required erosion control measures and has called for an initial inspection.
9. Contractors shall have an original set of plans **signed** by the Manager of Engineering Services and an **original** copy of the PIP on site at all times. A contractor without the proper set of plans and permit may be shut down until permit status can be determined.

Questions regarding the permit process shall be directed to the Engineer of the Day at (913) 895-6223.

Orig 12-15-2002 – BDL
Rev 07-27-2005 – BDL
Rev 06-12-2009 – BDL
Rev 03-19-2019 - PAF