

Bonded or Working in the Right-of-Way Registration

Select **Bonded or Working in the Right-of-Way** when your work will affect or take place within the public right-of-way.

The public right-of-way may include:

- Public streets
- Road shoulders
- Sidewalks and trails
- Curb ramps
- Curbs and gutters
- Driveway approaches
- Utility areas
- Other publicly controlled areas adjacent to a roadway

This registration must be approved before a contractor may submit a Right-of-Way Permit application.

Required Documents

Applicants must upload the following:

1. Indiana Business Registration

Provide proof that the business is registered and active with the Indiana Secretary of State.

The business name listed in the application should match the name shown in the Secretary of State's records.

2. Certificate of Insurance

Provide a current certificate of insurance that:

- Lists the contractor's correct legal business name
- Includes current policy effective and expiration dates
- Names the **City of Fishers as the Certificate Holder**

3. Performance Bond

The bond must be a **Performance Bond**. A permit bond or license bond will not be accepted.

Bond requirements generally include:

- A minimum **\$2,000 performance bond for each work location**, or
- A **\$25,000 blanket performance bond**
- Driveway and sanitary sewer work may require a **\$10,000 performance bond**

The required amount may be increased after the permit application and proposed work are reviewed, particularly when pavement cuts or other significant right-of-way impacts are proposed.

4. Pipeline Safety Training

Provide proof of completion of the Indiana Utility Regulatory Commission Pipeline Safety Division's safe-digging training.

Training is available through **Safe Dig Indiana – Safe Digging and Best Practices**.

The certificate should clearly show:

- Participant's name
- Course completed
- Completion date

5. Internal Safety Plan

Upload the contractor's company safety plan addressing safe work practices for employees and work performed within the public right-of-way.

The uploaded procedures identify all five of these documents as the standard requirements for contractors working in the right-of-way.

How to Apply

1. Log in to the City of Fishers online permitting portal.
2. Select **Contractor Registration**.
3. Choose the registration category that matches the work you will perform.

4. Enter the contractor and business information.
5. Upload all required documents.
6. Review the application for accuracy.
7. Submit the application for City review.

Do not submit a General Contractor registration when the company intends to perform right-of-way work. An approved General Contractor registration cannot be used to apply for a Right-of-Way Permit.

Contractors changing from General Contractor status to right-of-way status should submit a **new Contractor Registration application** and select the right-of-way category rather than attempting to edit the existing registration.

Application Review

Please allow up to **two business days** for the City to review a complete contractor registration application.

Incomplete, expired, incorrect, or illegible documents may delay approval. The City may request corrections or additional information through the online permitting portal.

Applicants should check the portal and the email address associated with their account for updates.

A Right-of-Way Permit application may only be submitted after the applicable contractor registration has been approved.

Registration Fees and Expiration

- Contractor registrations requiring a performance bond are not charged a registration fee.
 - Registrations are valid for **one year**.
 - Contractors are responsible for maintaining current insurance, bonds, training documentation, and other required records.
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Requirements for Common Types of Work

Driveway Work

Contractors performing driveway work generally need:

- Indiana business registration
- Certificate of insurance
- Required performance bond

If a homeowner is personally completing the work, contractor registration may not be required.

An inspection is required before concrete is poured.

Sidewalk Repair or Replacement

Contractors performing sidewalk repairs or replacement generally need:

- Indiana business registration
- Certificate of insurance
- A minimum \$2,000 performance bond
- Right-of-Way Excavation Permit
- Final inspection

Sanitary Sewer Repair or Replacement

A Right-of-Way Permit is required in addition to the applicable sanitary sewer permit when any portion of the work is located within the public right-of-way.

When work is within the right-of-way:

- All right-of-way contractor registration documents are required.
- A performance bond of approximately \$10,000 to \$25,000 may be required depending on the proposed work.
- An inspection is required before backfilling.

Parking Equipment in the Right-of-Way

Contractors placing a vehicle, truck, lift, or similar equipment within the public right-of-way generally need:

- Indiana business registration
- Certificate of insurance
- A minimum \$2,000 performance bond
- Applicable Right-of-Way Permit

Stone or Mulch Delivery in the Right-of-Way

A permit and site drawing may be required when stone or mulch will be temporarily placed within the right-of-way.

Contractor registration, insurance, and a performance bond are generally not required solely for this activity.

Crossing the Right-of-Way for Backyard Work

A permit is generally not required solely to cross the right-of-way to access a backyard. Contractors should use the driveway whenever possible.

When crossing grass, sidewalks, or other surfaces, protective materials such as plywood should be used to prevent damage.

Irrigation Systems

Private irrigation systems may not be installed within the public right-of-way.

If work is required to connect to a water valve located within the right-of-way, a Right-of-Way Excavation Permit and final inspection may be required.

Utility Companies

A City Right-of-Way Permit may not be required for qualifying utility company work conducted entirely within an established utility easement. Contractors should verify requirements before beginning work.

Dumpsters and Portable Storage Containers

Dumpsters and portable storage containers may require a **Temporary Use Permit** through the City of Fishers Planning and Zoning Department rather than a contractor registration or Right-of-Way Permit.

These distinctions are documented in the City's contractor-registration procedures and should help applicants avoid choosing the wrong application.

Subcontractors

A subcontractor may work under the primary contractor's registration and performance bond only when the primary contractor accepts responsibility for that subcontractor's work.

When the primary contractor does not allow a subcontractor to work under its bond, the subcontractor must:

- Obtain its own contractor registration
 - Submit the applicable documents
 - Provide its own performance bond
 - Receive approval before beginning work
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After Registration Approval

Contractor registration approval does not authorize work to begin.

Depending on the project, the contractor may still need to submit a separate permit application, including:

- Construction plans
- Performance bond
- Maintenance of Traffic Plan, when applicable
- Proposed construction schedule
- Required permit fees
- Inspection requests

The City's procedures state that right-of-way and sanitary sewer permit applications require construction plans and a performance bond, along with a Maintenance of Traffic Plan when applicable.