



Public Improvement Permit (PIP) Process

PDS

Engineering Services

ES Policy # 2-02

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 Engineering Services' Review Engineer, they are transferred to a 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 Tabs for project costs
 - Verification of the bond amount based on the bid tab
 - 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
 - Approval of geotechnical reports
 - Receipt of legal contracts and agreements
 - Verification that the Plat is recorded
2. Contractors desiring to obtain a Public Improvements 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, but 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 Street Lighting. Further subdivision or subcontracting of work must be included with the bond for these major elements.

The contractor should contact the Engineering Technician by phone and provide the following information necessary to fill out the Contractor Application for Permit:

- Plan name (as shown on the title page of the plans)
 - Bonding company
 - Bond number
 - Plat name
 - Name of the contracting company being bonded
 - Address and phone number of the contracting company
 - Bond amount
 - Expected date of completion
3. The Engineering Technician 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 tab (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.

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

5. The Administrator 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 Administrator of Engineering Services, the City retains five sets of the plans for internal use. 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 reviewing engineer will schedule and hold a preconstruction meeting with the contractor(s), and assigned project inspector. The preconstruction meeting may be waived in some instances if a preconstruction meeting has already been held with issuance of a Land Disturbance Permit when the same contractor(s) are involved.
8. After a contractor obtains a set of plans signed by the Administrator of Engineering Services and an original Public Improvement Permit, usually given out at the preconstruction meeting, work may begin.

9. Contactors shall have an original set of plans **signed** by the Administrator 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 shutdown until permit status can be determined.

Questions regarding the permit process shall be directed to Berry Lutz at 913-895-6182.