

This brochure is designed to inform you about regulations for activities involving use of and work within the public right-of-way, and compliance requirements for driveways and paved surfaces on private and public property.

DID YOU KNOW?

- 1. Revised Code.** You can view the entire Indianapolis/Marion County Revised Code online at www.municode.com.
- 2. Permits.** DCE grants a number of development related permits and documents. For more information visit www.indy.gov/dce.
- 3. Citizen Access Portal (ACA).** Right-of-Way Use, Excavation, Wrecking Permits and more can be submitted and reviewed online via the Accela Citizen Access Portal (ACA) visit: www.indy.gov/dce/research
- 4. Standard Work Hours for ROW Permits.**
Regional Center (Downtown): 9AM - 3PM
Primary Thoroughfares: 8:15AM - 4PM
Residential Areas: 7AM - 6PM
- 5. Regional Center.** An area in Central Indiana/Marion County bordered by the following streets/public ROW: 16th St. on the north, Morris St. on the south, College Ave. on the east, and White River Parkway W. Dr. on the west. Also includes Meridian St., from 16th St. to 38th St.
- 6. Process Time.** Please allow for three to five (3-5) business days for our office to process permits. Additional time may be required if/when work is in the Indianapolis downtown area.

Department of Code Enforcement

Driving public safety and improving quality of life in the City of Indianapolis / Marion County through the strategic application of civil code regulation, and the efficient and effective administration of:

- PERMITS
- LICENSES
- INSPECTIONS

For a complete list of services and resources, visit us online, in person or give us a call!

LOBBY HOURS:

Mon, Tue, & Thu: 8:00 a.m. — 5:00 p.m.

Wed: 12:00 p.m. — 5:00 p.m.

Fri: 9:00 a.m. — 5:00 p.m.

Sat, Sun & Holidays: Closed

Questions regarding case history, permits, reports and enforcement? Visit the Citizen Access Portal Indy.gov/dce/research.



Like Us On Facebook [/IndyDCE](https://www.facebook.com/IndyDCE)



Follow Us On Twitter [@IndyDCE](https://twitter.com/IndyDCE)

To report an ordinance violation or neighborhood concern:

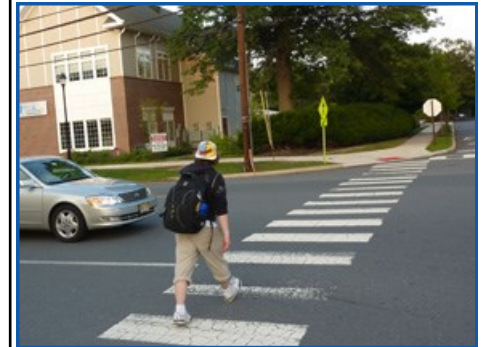
By Phone: **(317) 327-4MAC (4622)**

Go Online: Indy.gov/RequestIndy

Mobile App: [RequestIndy](https://www.indy.gov/dce/requestindy) (iPhone/Android)



RIGHT-OF-WAY DRIVEWAYS ENCROACHMENTS AND PARKING



DCE
DEPARTMENT OF CODE ENFORCEMENT

1200 S Madison Ave., Suite 100 Indianapolis, IN 46225
Phone:(317) 327-8700 • Fax:(317) 327-8696
www.Indy.gov/dce

WHAT IS THE PUBLIC RIGHT-OF-WAY (ROW)?

The public Right-of-Way (ROW) is defined as any City owned sidewalk, shoulder, road or street, and any public utility marker (telephone poles, fire hydrants, utility boxes, etc.). For questions related to ROW email row@indy.gov.

DO I NEED A PERMIT TO USE OR WORK THE PUBLIC ROW?

Yes, the “use” of the public Right-of-Way requires a permit. Special events affecting and/or taking place in the ROW also require a permit. However, you **do not** need to be a licensed, bonded and insured general contractor to “use” the ROW.

Use permits include the utilization of:

- Sidewalk
- Shoulder
- Parking or Traffic Lane

Any “work” performed in the public Right-of-Way requires a permit. This includes special events. All “work” done within the ROW must be performed by a licensed, bonded and insured General Contractor within Marion County. Permits must be displayed at the worksite at all times and include emergency contact information.

If you are replacing the public sidewalk, you need to be a licensed, bonded and insured General Contractor. However, if you are replacing on your personal property, then the work being done may be considered “maintenance” and no permit will be needed. Before starting a project consult a Project Compliance Analyst (PCA) to verify whether a permit is required.

Items such as a dumpster or moving container require a permit if placed in the ROW. Flashing

barrels must accompany items located in the ROW if placed over a 24 hour period.

If working on a sewer a permit must be obtained through Citizens Energy Group. For sewer related inquiries call **317-927-4328**.

DO I NEED A PERMIT TO REPLACE MY DRIVEWAY?

Yes, any type of improvement by excavating an existing driveway requires a permit. If existing material is replaced without encroaching into the ROW then a permit is **not** required.

Excavation permits include any type of:

- Digging,
- Boring,
- Trenching, etc.

of pavement or dirt within the Right-of-Way.

A Drainage Permit may also be required if widening and/or adding to an existing driveway.

ENCROACHMENT LICENSE

There are two types of Encroachments:

- **Encroachment License** — When an inanimate object is to be placed in the public ROW for 365 days up to 20 years.
- **Consent of Encroachment** — When an inanimate object is to be placed within any easement.



WHERE DO I OBTAIN A PERMIT?

You can visit DCE online at www.indy.gov/dce, or in person at the Department of Code Enforcement office located at 1200 Madison Avenue, Suite 100, Indianapolis, Indiana, 46225.

WHEN AND HOW DO I ACTIVATE MY PERMIT?

Call the automated inspection line to activate your permit for inspection at **317-327-5525** at least 24 hours prior to the start of work. This number is located on each permit. Please note that work must begin within three (3) days of activation.

HOW DO I RESERVE/BLOCK A METER?

To reserve or block a meter a Right-of-Way permit must be obtained. Please be sure to give at least 48 hour notice. Notice is needed so meters can be properly blocked by ParkIndy.

HOW DO I GET A RESIDENTIAL PARKING PERMIT?

First, complete the Residential Permit Application and be sure to bring a copy of your registration, along with two (2) forms of ID that you reside at the approved address. Permits are free of charge.

HOW CAN I GET HANDICAP PARKING IN FRONT OF MY HOME?

If interested in having handicap parking in front of your residence, contact Beverly Ramsey with the Department of Public Works at **317-327-4693**.