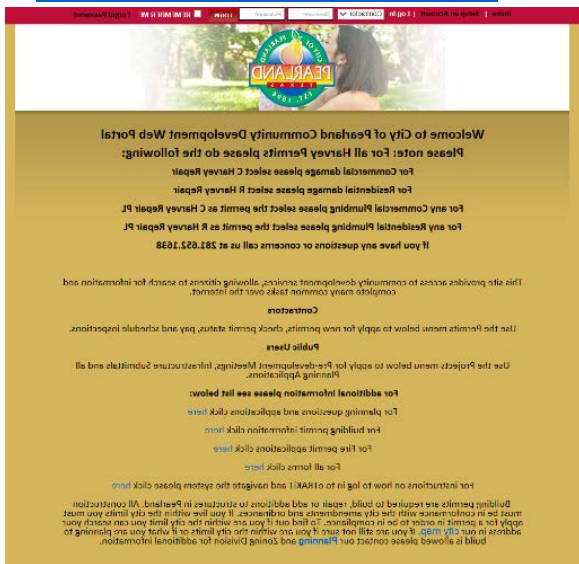


Right Of Way Application Process eTRAKit User Guide

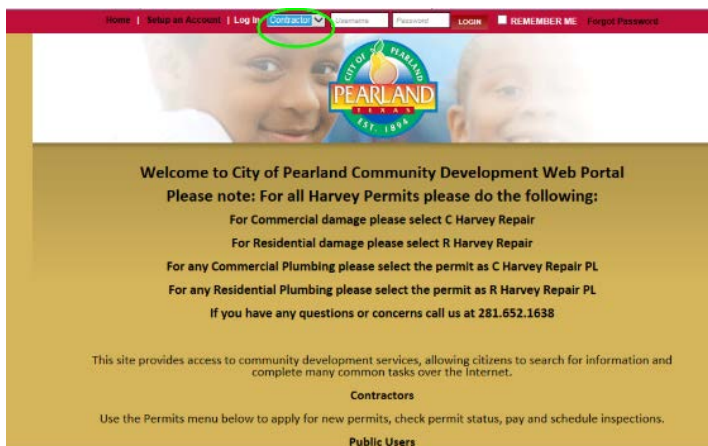
To apply for a City of Pearland Right of Way Permit, please follow the following steps. Should you have any questions or comments please contact the Right of Way office at 281-652-1900.

Step 1 - For first time applicants to the online system, please contact the Community Development Department. As of 10/3/17, ask for Juan Chavez via email at jchavez@pearlandtx.gov or 281-652-1639 to setup an account.

Step 2 – Access the City of Pearland’s Community Development Web Portal at <http://etrakit.pearlandtx.gov/etrakit3/> the home screen will appear as the following.



Step 3 – In the log in section at the top of the home screen select “**Contractor**” in the drop down menu

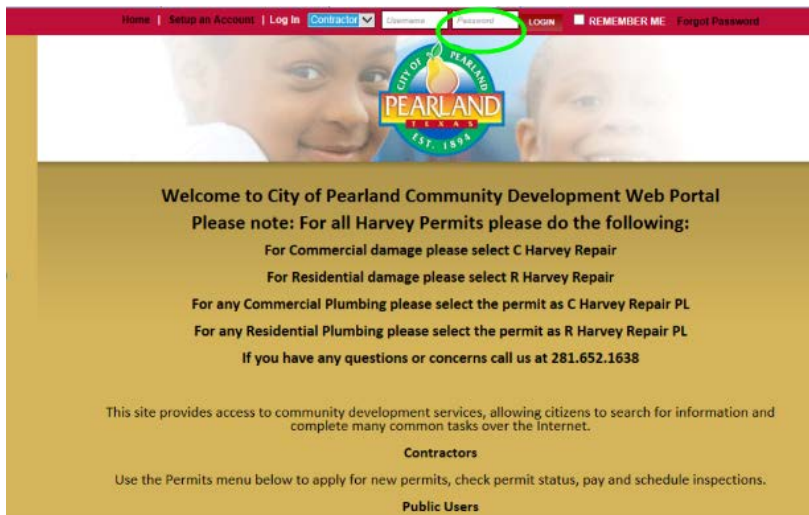


Right Of Way Application Process eTRAKiT User Guide

Step 4 – Enter the **“Username”** provided by Community Development Department in the login area.

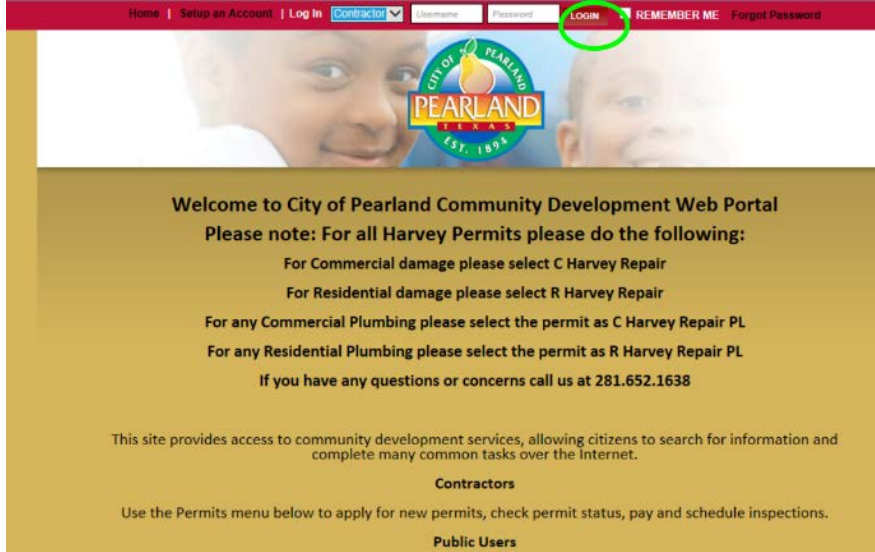


Step 5 – Enter the **“Password”** provided by Community Development Department in the login area.

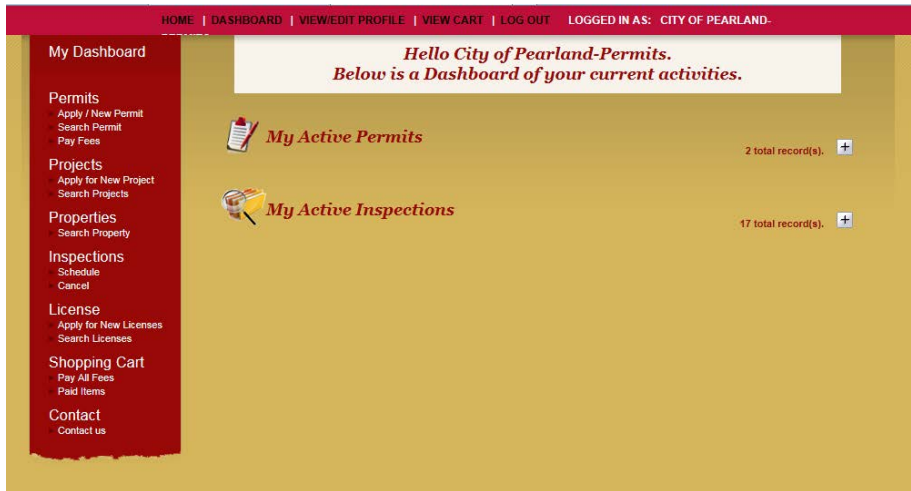


Right Of Way
Application Process
eTRAKit User Guide

Step 6 – Select the **“login”** button next to the password area.



Step 7 – Once you are logged in, the screen will appear similar to the following.

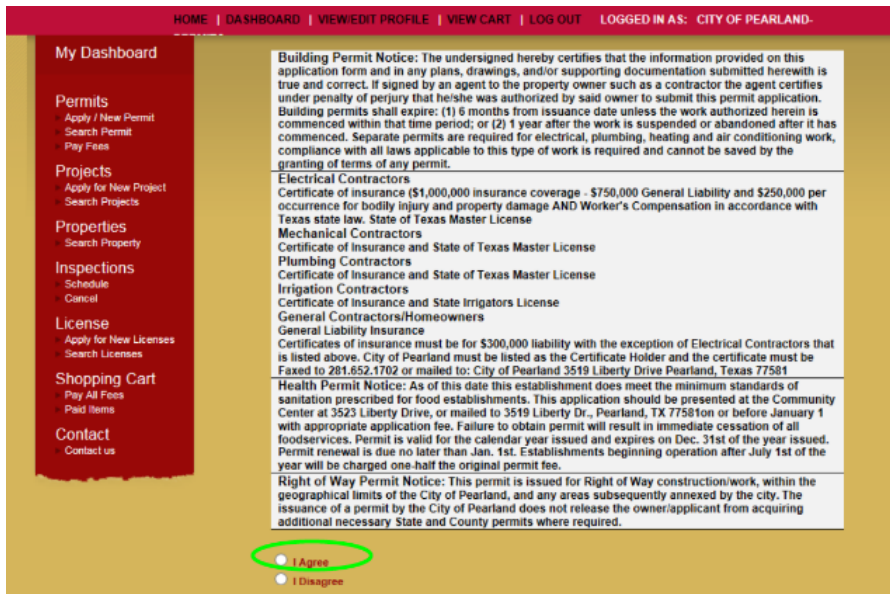


Right Of Way
Application Process
eTRAKiT User Guide

Step 8 – To apply for a new Right of Way (ROW) Permit, select the **“Apply / New Permit”** option under **“My Dashboard”**



Step 9 – Read the Disclaimer for applying for City of Pearland permits. Select **“I Agree”** if you agree to the terms of the permit submission.



Right Of Way Application Process eTRAKit User Guide

Step 10 – Select “Continue” to advance to permit application process.

HOME | DASHBOARD | VIEW/EDIT PROFILE | VIEW CART | LOG OUT | LOGGED IN AS: CITY OF PEARLAND.

My Dashboard

- Permits
 - Apply / New Permit
 - Search Permit
 - Pay Fees
- Projects
 - Apply for New Project
 - Search Projects
- Properties
 - Search Property
- Inspections
 - Schedule
 - Cancel
- License
 - Apply for New Licenses
 - Search Licenses
- Shopping Cart
 - Pay All Fees
 - Paid Items
- Contact
 - Contact us

Building Permit Notice: The undersigned hereby certifies that the information provided on this application form and in any plans, drawings, and/or supporting documentation submitted herewith is true and correct. If signed by an agent to the property owner such as a contractor the agent certifies under penalty of perjury that he/she was authorized by said owner to submit this permit application. Building permits shall expire: (1) 6 months from issuance date unless the work authorized herein is commenced within that time period; or (2) 1 year after the work is suspended or abandoned after it has commenced. Separate permits are required for electrical, plumbing, heating and air conditioning work, compliance with all laws applicable to this type of work is required and cannot be saved by the granting of terms of any permit.

Electrical Contractors
Certificate of insurance \$1,000,000 insurance coverage - \$750,000 General Liability and \$250,000 per occurrence for bodily injury and property damage AND Worker's Compensation in accordance with Texas state law, State of Texas Master License

Mechanical Contractors
Certificate of insurance and State of Texas Master License

Plumbing Contractors
Certificate of insurance and State of Texas Master License

Irrigation Contractors
Certificate of insurance and State Irrigators License

General Contractors/Homeowners
General Liability Insurance
Certificates of insurance must be for \$300,000 liability with the exception of Electrical Contractors that is listed above. City of Pearland must be listed as the Certificate Holder and the certificate must be faxed to 281.652.1702 or mailed to: City of Pearland 3519 Liberty Drive Pearland, Texas 77581

Health Permit Notice: As of this date this establishment does meet the minimum standards of sanitation prescribed for food establishments. This application should be presented at the Community Center at 3523 Liberty Drive, or mailed to 3519 Liberty Dr., Pearland, TX 77581 on or before January 1 with appropriate application fee. Failure to obtain permit will result in immediate cessation of all food services. Permit is valid for the calendar year issued and expires on Dec. 31st of the year issued. Permit renewal is due no later than Jan. 1st. Establishments beginning operation after July 1st of the year will be charged one-half the original permit fee.

Right of Way Permit Notice: This permit is issued for Right of Way construction/work, within the geographical limits of the City of Pearland, and any areas subsequently annexed by the city. The issuance of a permit by the City of Pearland does not release the owner/applicant from acquiring additional necessary State and County permits where required.

I Agree
 I Disagree

CONTINUE

Step 11 – Permit application page will appear as the following.

HOME | DASHBOARD | VIEW/EDIT PROFILE | VIEW CART | LOG OUT | LOGGED IN AS: CITY OF PEARLAND.

My Dashboard

- Permits
 - Apply / New Permit
 - Search Permit
 - Pay Fees
- Projects
 - Apply for New Project
 - Search Projects
- Properties
 - Search Property
- Inspections
 - Schedule
 - Cancel
- License
 - Apply for New Licenses
 - Search Licenses
- Shopping Cart
 - Pay All Fees
 - Paid Items
- Contact
 - Contact us

Permit Application

STEP 1 PERMIT INFORMATION | STEP 2 | STEP 3 | STEP 4

Permit Type Information

PERMIT Type:

*Short Description:

Location

*Enter part or all of your address and press search

Search By:

Your Relation to this Permit

Property Owner
Check this box if you are the Property Owner

Contractor
Check this box if you are the Contractor

Attachments

Filename:

Description:

Right Of Way
Application Process
eTRAKit User Guide

Step 12 – On the step 1 page (identified in red at the top of the screen), select **PERMIT Type** drop down option.

The screenshot shows the 'Permit Application' page for 'STEP 1: PERMIT INFORMATION'. The page has a red header with navigation links: HOME, DASHBOARD, VIEW MY PROFILE, VIEW CART, LOG OUT, and LOGGED IN AS: CITY OF PEARLAND. A left sidebar contains 'My Dashboard' with links for Permits, Projects, Properties, Inspections, License, Shopping Cart, and Contact. The main content area includes a progress bar with 'STEP 1' highlighted in red. Below the progress bar is the 'Permit Type Information' section, where the 'PERMIT Type' dropdown menu is circled in green. Other fields include a text input for '*Short Description:', a 'Location' section with a search box, and a 'Your Relation to this Permit' section with checkboxes for 'Property Owner' and 'Contractor'. At the bottom, there is an 'Attachments' section with 'Filename' and 'Description' fields, and 'CANCEL' and 'NEXT STEP' buttons.

Step 13 – Select the RIGHT OF WAY option in the drop down menu.

This screenshot is similar to the previous one, but the 'PERMIT Type' dropdown menu is open, showing a list of options: CLEAR AND GRUB, COMMERCIAL, ELECTRICAL, FIRE, GRADING, MECHANICAL, PLUMBING, and RIGHT OF WAY. The 'RIGHT OF WAY' option is circled in green. The rest of the page layout, including the sidebar, progress bar, and other form fields, remains the same as in the previous screenshot.

Right Of Way Application Process eTRAKit User Guide

Step 14 - On the step 1 page (identified in red at the top of the screen), select **PERMIT Subtype** drop down option.

The screenshot shows the 'Permit Application' page in Step 1. The 'PERMIT Type' is set to 'RIGHT OF WAY'. The 'PERMIT Subtype' dropdown menu is open, and 'GENERAL UTILITIES EASEMENT' is selected. The 'Additional Information' section includes fields for 'DESCRIPTION OF WORK', 'CLASS OF WORK', 'PLANS ATTACHED', 'APPROXIMATE START DATE', 'APPROXIMATE END DATE', and 'GEN LIABILITY INSURANCE'. The 'PERMIT INFORMATION' section contains a list of requirements for the permit.

Step 15 – Select the entity’s name for the utility company applying for the permit. (Example – At&t will select ROW ATT, CenterPoint Electric will select ROW CENTERPOINT ELECTRIC, CenterPoint Gas will select ROW CENTERPOINT GAS, Comcast will select ROW COMCAST. All other entities will select ROW OTHER)

The screenshot shows the 'Permit Application' page in Step 1. The 'PERMIT Type' is set to 'RIGHT OF WAY'. The 'PERMIT Subtype' dropdown menu is open, and a list of utility companies is displayed: 'ROW ATT', 'ROW CENTERPOINT ELECTRIC', 'ROW CENTERPOINT GAS', 'ROW COMCAST', and 'ROW OTHER'. The 'Additional Information' section includes fields for 'DESCRIPTION OF WORK', 'CLASS OF WORK', 'PLANS ATTACHED', 'APPROXIMATE START DATE', 'APPROXIMATE END DATE', and 'GEN LIABILITY INSURANCE'. The 'PERMIT INFORMATION' section contains a list of requirements for the permit.

Right Of Way
Application Process
eTRAKit User Guide

Step 16 – For the purposes of this example work flow, we will select “**ROW Other**”.

HOME | DASHBOARD | VIEW MY PROFILE | VIEW CART | LOG OUT | LOGGED IN AS: CITY OF PEARLAND

My Dashboard

Permits
Apply / New Permit
Search Permit
Pay Fees

Projects
Apply for New Project
Search Projects

Properties
Search Property

Inspections
Schedule
Cancel

License
Apply for New Licenses
Search Licenses

Shopping Cart
Pay All Fees
Paid Items

Contact
Contact us

Permit Application

STEP 1 PERMIT INFORMATION STEP 2 STEP 3 STEP 4

Permit Type Information

PERMIT Type: RIGHT OF WAY

PERMIT Subtype: ROW OTHER

*Short Description:

Additional Information

ROW

DESCRIPTION OF WORK:

CLASS OF WORK:

PLANS ATTACHED:

APPROXIMATE START DATE:

APPROXIMATE END DATE:

GEN LIABILITY IN SURANCE:

PERMIT INFORMATION:

1. There is no charge for this permit.
2. Contractor must notify Public Works Dept. (281.652.1900) 24 hours prior to beginning work.
3. Failure to provide proper notification, shall constitute grounds for job shutdown.
4. Contractor must notify Public Works Dept. when work is complete.
5. This permit is null and void if authorized construction work is not commenced within 90 days, or if construction

Step 17 – In the **Short Description** area, write a brief description of work to take place under within the requested permit application. Example - “*Installing underground fiber optic cable.*”

HOME | DASHBOARD | VIEW MY PROFILE | VIEW CART | LOG OUT | LOGGED IN AS: CITY OF PEARLAND

My Dashboard

Permits
Apply / New Permit
Search Permit
Pay Fees

Projects
Apply for New Project
Search Projects

Properties
Search Property

Inspections
Schedule
Cancel

License
Apply for New Licenses
Search Licenses

Shopping Cart
Pay All Fees
Paid Items

Contact
Contact us

Permit Application

STEP 1 PERMIT INFORMATION STEP 2 STEP 3 STEP 4

Permit Type Information

PERMIT Type: RIGHT OF WAY

PERMIT Subtype: ROW OTHER

*Short Description: Installing underground fiber optic cable

Additional Information

ROW

DESCRIPTION OF WORK:

CLASS OF WORK:

PLANS ATTACHED:

APPROXIMATE START DATE:

APPROXIMATE END DATE:

GEN LIABILITY IN SURANCE:

PERMIT INFORMATION:

1. There is no charge for this permit.
2. Contractor must notify Public Works Dept.

Right Of Way Application Process eTRAKit User Guide

Step 18 – In the Additional Information section, under **DESCRIPTION OF WORK** include the detailed description of work to take place under this permit. This description should match what was previously provided in the emailed application process. Example – “Installation of 350’ of new underground fiber optic cable from 3501 e. orange to 3509 e. orange in the right of way along Orange Street.”

The screenshot shows the 'Permit Application' page in the eTRAKit system. The user is logged in as 'CITY OF PEARLAND'. The page is divided into a left sidebar with navigation links (My Dashboard, Permits, Projects, Properties, Inspections, License, Shopping Cart, Contact) and a main content area. The main content area is titled 'Permit Application' and shows a progress bar with four steps: STEP 1 PERMIT INFORMATION (highlighted), STEP 2, STEP 3, and STEP 4. Below the progress bar is the 'Permit Type Information' section, which includes dropdown menus for 'PERMIT Type' (RIGHT OF WAY) and 'PERMIT Subtype' (ROW OTHER), and a text field for 'Description' containing 'Installing underground fiber optic cable'. Below this is the 'Additional Information' section, which includes a dropdown menu for 'ROW', a text field for 'DESCRIPTION OF WORK' (highlighted with a green oval) containing the example text, and several other fields for 'CLASS OF WORK', 'PLANS ATTACHED', 'APPROXIMATE START DATE', 'APPROXIMATE END DATE', and 'GEN LIABILITY INSURANCE'. At the bottom, there is a 'PERMIT INFORMATION' section with three numbered items.

Step 19 – In the Additional Information section, under **CLASS OF WORK** select the drop down menu to choose if the work requested under the applied for permit is the placement of new facilities or to repair existing facilities.

This screenshot is similar to the previous one, showing the 'Permit Application' page. The 'DESCRIPTION OF WORK' field is still highlighted with a green oval. In this screenshot, the 'CLASS OF WORK' dropdown menu is also highlighted with a green oval, indicating the step where the user selects the type of work requested.

Right Of Way
Application Process
eTRAKit User Guide

Step 20 – For the purposes of this example work flow, we will select “New” but please select the appropriate option for your application.

My Dashboard

Permits
Apply / New Permit
Search Permit
Pay Fees

Projects
Apply for New Project
Search Projects

Properties
Search Property

Inspections
Schedule
Cancel

License
Apply for New Licenses
Search Licenses

Shopping Cart
Pay All Fees
Paid Items

Contact
Contact us

HOME | DASHBOARD | VIEW/EDIT PROFILE | VIEW CART | LOG OUT | LOGGED IN AS: CITY OF PEARLAND

Permit Application

STEP 1 PERMIT INFORMATION

Permit Type Information

PERMIT Type: RIGHT OF WAY

PERMIT Subtype: ROW OTHER

*Short Description: Installing underground fiber optic cable

Additional Information

ROW

DESCRIPTION OF WORK: Installation of 350' of underground fiber optic cable from 3501 e. orange to 3509 e. orange in the right of way along Orange Street.

CLASS OF WORK: NEW

PLANS ATTACHED: [checkbox]

APPROXIMATE START DATE: [calendar]

APPROXIMATE END DATE: [calendar]

GEN LIABILITY INSURANCE: [checkbox]

PERMIT INFORMATION:

1. There is no charge for this permit.
2. Contractor must notify Public Works Dept. (281.652.1900) 24 hours prior to beginning work.
3. Failure to provide proper notification, shall constitute grounds for job shutdown.
4. Contractor must notify Public Works Dept. when work is complete.
5. This permit is null and void if authorized construction/ work is not commenced within 60 days, or if construction/ work is suspended or abandoned for a period of 30 days after work has commenced. All work must be completed in specified time, noted by applicant, if this time expires, owner must reapply for permit.
6. "Plans of Record" Plans or "As-Built" must be provided to the City of Pearland Public Works Department within 10 days of completion of construction. Failure to do so will...

Step 21 – Skip over the **“PLANS ATTACHED”** section at this time.

My Dashboard

Permits
Apply / New Permit
Search Permit
Pay Fees

Projects
Apply for New Project
Search Projects

Properties
Search Property

Inspections
Schedule
Cancel

License
Apply for New Licenses
Search Licenses

Shopping Cart
Pay All Fees
Paid Items

Contact
Contact us

HOME | DASHBOARD | VIEW/EDIT PROFILE | VIEW CART | LOG OUT | LOGGED IN AS: CITY OF PEARLAND

Permit Application

STEP 1 PERMIT INFORMATION

Permit Type Information

PERMIT Type: RIGHT OF WAY

PERMIT Subtype: ROW OTHER

*Short Description: Installing underground fiber optic cable

Additional Information

ROW

DESCRIPTION OF WORK: Installation of 350' of underground fiber optic cable from 3501 e. orange to 3509 e. orange in the right of way along Orange Street.

CLASS OF WORK: NEW

PLANS ATTACHED: [checkbox]

APPROXIMATE START DATE: [calendar]

APPROXIMATE END DATE: [calendar]

GEN LIABILITY INSURANCE: [checkbox]

PERMIT INFORMATION:

1. There is no charge for this permit.
2. Contractor must notify Public Works Dept. (281.652.1900) 24 hours prior to beginning work.
3. Failure to provide proper notification, shall constitute grounds for job shutdown.

Right Of Way Application Process eTRAKit User Guide

Step 22 – Proceed to the APPROXIMATE START DATE, enter the date that applicant plans to begin construction. The calendar option to the right of the fillable space allows applicant to select date.

My Dashboard | HOME | DASHBOARD | VIEW MY PROFILE | VIEW CART | LOG OUT | LOGGED IN AS: CITY OF PEARLAND

My Dashboard

Permits
Apply / New Permit
Search Permit
Pay Fees

Projects
Apply for New Project
Search Projects

Properties
Search Property

Inspections
Schedule
Cancel

License
Apply for New License
Search License

Shopping Cart
Pay All Fees
Paid Items

Contact
Contact us

Permit Application

STEP 1 PERMIT INFORMATION | STEP 2 | STEP 3 | STEP 4

Permit Type Information

PERMIT Type: RIGHT OF WAY
PERMIT Subtype: ROW OTHER
*Short Description: installing underground fiber optic cable

Additional Information

ROW

DESCRIPTION OF WORK: Installation of 300' of underground fiber optic cable from 3001 s. orange to 3029 s. orange in the right of way along Orange Street.

CLASS OF WORK: NEW

PLANS ATTACHED:

APPROXIMATE START DATE: [Calendar: October 2017]

PERMIT INFORMATION:

- There is no charge for this permit.
- Contractor must notify Public Works Dept. (281.652.1900) 24 hours prior to begin.
- Failure to provide proper notification grounds for job shutdown.
- Contractor must notify Public Works Dept. when work is complete.
- This permit is null and void if authorized construction work is not commenced within 60 days, or if construction work is suspended or abandoned for a period of 30 days after work has commenced. All work must be completed in specified time, noted by applicant. If this time expires, owner must reapply for permit.
- "Plans of Record" Plans or "As-built" must be provided to the City of Pearland Public Works Department within 10 days of completion of construction. Failure to do so will

Step 23 – Proceed to the APPROXIMATE END DATE, enter the date that applicant plans to complete the construction.

My Dashboard | HOME | DASHBOARD | VIEW MY PROFILE | VIEW CART | LOG OUT | LOGGED IN AS: CITY OF PEARLAND

My Dashboard

Permits
Apply / New Permit
Search Permit
Pay Fees

Projects
Apply for New Project
Search Projects

Properties
Search Property

Inspections
Schedule
Cancel

License
Apply for New License
Search License

Shopping Cart
Pay All Fees
Paid Items

Contact
Contact us

Permit Application

STEP 1 PERMIT INFORMATION | STEP 2 | STEP 3 | STEP 4

Permit Type Information

PERMIT Type: RIGHT OF WAY
PERMIT Subtype: ROW OTHER
*Short Description: installing underground fiber optic cable

Additional Information

ROW

DESCRIPTION OF WORK: Installation of 300' of underground fiber optic cable from 3001 s. orange to 3029 s. orange in the right of way along Orange Street.

CLASS OF WORK: NEW

PLANS ATTACHED:

APPROXIMATE START DATE: 10/1/2017

APPROXIMATE END DATE: [Calendar: 10/5/2017]

PERMIT INFORMATION:

- There is no charge for this permit.
- Contractor must notify Public Works Dept. (281.652.1900) 24 hours prior to begin.
- Failure to provide proper notification grounds for job shutdown.
- Contractor must notify Public Works Dept. when work is complete.
- This permit is null and void if authorized construction work is not commenced within 60 days, or if construction work is suspended or abandoned for a period of 30 days after work has commenced. All work must be completed in specified time, noted by applicant. If this time expires, owner must reapply for permit.
- "Plans of Record" Plans or "As-built" must be provided to the City of Pearland Public Works Department within 10 days of completion of construction. Failure to do so will

Right Of Way Application Process eTRAKit User Guide

Step 24 – **GEN LIABILITY INSURANCE**. Under Chapter 26 of the City of Pearland Code of Ordinances, Section 26-88 (b) (7), right-of-way permit applicants are required to provide insurance and bonds for requested work. Chapter 26 can be reviewed at the following link for identification of necessary coverage. https://library.municode.com/tx/pearland/codes/code_of_ordinances?nodetd=COOR_CH26_RI-W Once applicant has reviewed the necessary coverage and confirmed that coverage is on file with the City of Pearland Public Works Department, select the check box next to Gen Liability Insurance. (To contact the City of Pearland Public Works Department for confirmation of insurance on file or with questions, please contact Carlos Galvan or Eric Hammond at 281-652-1900.)

My Dashboard | HOME | DASHBOARD | VIEWED PROFILE | VIEW CART | LOG OUT | LOGGED IN AS: CITY OF PEARLAND.

My Dashboard

Permits
Apply / New Permit
Search Permit
Pay Fees

Projects
Apply for New Project
Search Projects

Properties
Search Property

Inspections
Schedule
Cancel

License
Apply for New Licenses
Search Licenses

Shopping Cart
Pay All Fees
Paid Items

Contact
Contact us

Permit Application

STEP 1 PERMIT INFORMATION | STEP 2 | STEP 3 | STEP 4

Permit Type Information

PERMIT Type: RIGHT OF WAY
PERMIT Subtype: ROW OTHER
*Short Description: Installing underground fiber optic cable

Additional Information

ROW

DESCRIPTION OF WORK: Installation of 350' of underground fiber optic cable from 3501 e. orange to 3509 e. orange in the right of way along Orange Street.

CLASS OF WORK: NEW

PLANS ATTACHED:

APPROXIMATE START DATE: 10/15/2017

APPROXIMATE END DATE: 10/22/2017

GEN LIABILITY INSURANCE:

PERMIT INFORMATION:

1. There is no charge for this permit.
2. Contractor must notify Public Works Dept. (281.652.1900) 24 hours prior to beginning work.
3. Failure to provide proper notification, shall constitute grounds for job shutdown.
4. Contractor must notify Public Works Dept. when work is complete.
5. This permit is null and void if authorized construction work is not completed within 60 days of construction.

Step 25 - Review **PERMIT INFORMATION** items 1 – 9. Once applicant has reviewed the standard permit notes, check the “I agree” option in the dropdown menu.

License
Apply for New Licenses
Search Licenses

Shopping Cart
Pay All Fees
Paid Items

Contact
Contact us

Additional Information

ROW

DESCRIPTION OF WORK: Installation of 350' of underground fiber optic cable from 3501 e. orange to 3509 e. orange in the right of way along Orange Street.

CLASS OF WORK: NEW

PLANS ATTACHED:

APPROXIMATE START DATE: 10/15/2017

APPROXIMATE END DATE: 10/22/2017

GEN LIABILITY INSURANCE:

PERMIT INFORMATION:

1. There is no charge for this permit.
2. Contractor must notify Public Works Dept. (281.652.1900) 24 hours prior to beginning work.
3. Failure to provide proper notification, shall constitute grounds for job shutdown.
4. Contractor must notify Public Works Dept. when work is complete.
5. This permit is null and void if authorized construction work is not completed within 60 days, or if construction work is suspended or discontinued for a period of 30 days after work has commenced. All work must be completed in same time frame as indicated. If this time expires, owner must reapply for permit.
6. Plans of Record Plans or "As-builts" must be provided to the City of Pearland Public Works Department within 10 days of completion of construction. Failure to do so will result in the denial of future permits.
7. A copy of this permit must be kept at the jobsite any time work is being performed.
8. Each project will be inspected periodically by a City of Pearland employee with jurisdiction under Ordinance No. 6503A, "Right of Way Management."
9. Each project must include fire line facilities, especially City of Pearland water and sewer.

DECLARATION:
Applicant declares that prior to filing this application/permit, it has ascertained the location of all existing utilities, both aerial and underground, and the filing of this application is prima facie evidence that the applicant understands and will comply with

I agree

Right Of Way
Application Process
eTRAKiT User Guide

Step 26 – Review **DISCLAIMER**. Once applicant has reviewed the disclaimer that applicant has ascertained the location of all existing utilities and that application is prima facie evidence that proposed installation will not conflict with existing utilities, etc. Check the “I agree” option in the dropdown menu.

APPROXIMATE END DATE: 2/22/2017


GEN LIABILITY INSURANCE:

PERMIT INFORMATION:

1. There is no charge for this permit.
2. Contractor must notify Public Works Dept. (281-652-1900) 24 hours prior to beginning work.
3. Failure to provide proper notification, shall constitute grounds for job shutdown.
4. Contractor must notify Public Works Dept. when work is complete.
5. This permit is null and void if authorized construction/ work is not commenced within 60 days, or if construction/ work is suspended or abandoned for a period of 30 days after work has commenced. All work must be completed in specified time, noted by applicant. If this time expires, owner must reapply for permit.
6. "Plans of Record" Plans or "As-built" must be provided to the City of Pearland Public Works Department within 10 days of completion of construction. Failure to do so will result in the denial of future permits.
7. A copy of this permit must be kept at the jobsite any time work is being performed.
8. Each project will be inspected periodically by a City of Pearland employee with jurisdiction under Ordinance No. 669-3A, "Right of Way Management."
9. Each project must include all line locates, especially City of Pearland water and sewer.

DISCLAIMER:
Applicant declares that prior to filing this application/permit, it has ascertained the location of all existing utilities, both aerial and underground, and the filing of this application is prima facie evidence that the proposed installation will not conflict with any existing utility.

This permit is issued for Right of Way construction/work, within the geographical limits of the City of Pearland, and any areas subsequently annexed by the city. Street or public way or public right-of-way or public rights-of-way or rights-of-way or right-of-way means the area on, below, or above a public roadway, highway, street, public sidewalk, alley, waterway, or utility easement in which the municipality has an interest. Ord. No. 669-3A.

Step 27 – Review second **DISCLAIMER**. Click on  and review disclaimer related to the acquiring of necessary permits, agreeing to application being true & correct, complying with Ordinance and that submission of application constitutes an electronic signature, etc. Once applicant has reviewed, select the **CLOSE** button to return to the application screen. Once applicant agrees with all items, select the “I agree” option in the dropdown menu.

6. "Plans of Record" Plans or "As-built" must be provided to the City of Pearland Public Works Department within 10 days of completion of construction. Failure to do so will result in the denial of future permits.

7. A copy of this permit must be kept at the jobsite any time work is being performed.

8. Each project will be inspected periodically by a City of Pearland employee with jurisdiction under Ordinance No. 669-3A, "Right of Way Management."

9. Each project must include all line locates, especially City of Pearland water and sewer.

DISCLAIMER:
Applicant declares that prior to filing this application/permit, it has ascertained the location of all existing utilities, both aerial and underground, and the filing of this application is prima facie evidence that the proposed installation will not conflict with any existing utility.

This permit is issued for Right of Way construction/work, within the geographical limits of the City of Pearland, and any areas subsequently annexed by the city. Street or public way or public right-of-way or public rights-of-way or rights-of-way or right-of-way means the area on, below, or above a public roadway, highway, street, public sidewalk, alley, waterway, or utility easement in which the municipality has an interest. Ord. No. 669-3A.



Location

Enter part or all of your address and press search

Search By: ADDRESS

Your Relation to this Permit

Property Owner Check this box if you are the Property Owner

Contractor Check this box if you are the Contractor

Right Of Way Application Process eTRAKit User Guide

Step 28 – Location – For permits requested for a specific address, select “**Address**” in the drop down menu next to Search By.

The screenshot shows the 'Location' section of the eTRAKit application form. At the top, there are two 'I AGREE' buttons. Below them is a 'Location' section with a search bar. The search bar has a dropdown menu set to 'Address' and a 'SEARCH' button. Below the search bar is a section titled 'Your Relation to this Permit' with two radio buttons: 'Property Owner' (unchecked) and 'Contractor' (checked). Below that is an 'Attachments' section with a 'Filename' field, a 'Description' field, and an 'UPLOAD' button.

Step 29 – Location – For permits requested for a specific parcel or project not associated with a specific address, select “**Parcel**” (Example – repair work to underground fiber at the intersection of SH 35 and FM 518)

Step 30 – For permits assigned to a specific address, type the address into the text box next to the drop down menu. Once address has been inputted, select **SEARCH**

The screenshot shows the 'Location' section of the eTRAKit application form. At the top, there are two 'I AGREE' buttons. Below them is a 'Location' section with a search bar. The search bar has a dropdown menu set to 'Address' and the text '3501 e orange' entered. The 'SEARCH' button is highlighted. Below the search bar is a section titled 'Your Relation to this Permit' with two radio buttons: 'Property Owner' (unchecked) and 'Contractor' (checked). Below that is an 'Attachments' section with a 'Filename' field, a 'Description' field, and an 'UPLOAD' button.

Right Of Way Application Process eTRAKiT User Guide

Step 31 – In the **Select Address Below** window, select the matching address associated with the proposed project.

8. Each project will be inspected periodically by a City of Pearland employee with jurisdiction under Ordinance No. 669-3A, "Right of Way Management."

9. Each project must include all line locates, especially City of Pearland water and sewer.

I AGREE

DISCLAIMER:
Applicant declares that prior to filing this application/permit, it has ascertained the location of all existing utilities, both aerial and underground, and the filing of this application is prima facie evidence that the proposed installation will not conflict with any existing utility.

This permit is issued for Right of Way construction/work, within the geographical limits of the City of Pearland, and any areas subsequently annexed by the city. Street or public way or public right-of-way or public rights-of-way or rights-of-way or right-of-way means the area on, below, or above a public roadway, highway, street, public sidewalk, alley, waterway, or utility easement in which the municipality has an interest. Ord. No. 669-3A.

I AGREE
I AGREE

DISCLAIMER:
I AGREE

Location

*Enter part or all of your address and press search

Search By: Address 3501 e orange SEARCH

Select address below

- 3501 E ORANGE - PARCEL
- 3501 E ORANGE ST - ADDRESS

Your Relation to this Permit

Step 32 – Confirm that in **the Your Relation to this Permit** section, ensure the “Contractor” checkbox has been selected. This check box should auto select as applicants will be log in as a contractor.

street, public sidewalk, alley, waterway, or utility easement in which the municipality has an interest. Ord. No. 669-3A.

I AGREE
I AGREE

DISCLAIMER:
I AGREE

Location

165784
3501 E ORANGE ST
PEARLAND CITY LIMIT, TX 77581

Address Lookup

Your Relation to this Permit

Property Owner
Check this box if you are the Property Owner

Contractor
Check this box if you are the Contractor

Attachments

Filename: [] Select

Description: []

UPLOAD

CANCEL NEXT STEP

Right Of Way
Application Process
eTRAKiT User Guide

Step 33 – Attachments – To proceed in the **Attachment section**, applicants must upload associated construction drawings for the requested permit. Press the **Select** icon and chose the file you wish to upload.

Step 34 – Attachments – upon successful completion of uploading an attachment should be listed below the **Select** icon. (You can upload as many files as necessary and each will be listed in this area)

Location
195704
3501 E ORANGE ST
PEARLAND CITY LIMIT, TX 77581
[Address Lookup](#)

Your Relation to this Permit

Property Owner
Check this box if you are the Property Owner

Contractor
Check this box if you are the Contractor

Attachments

Filename **Select**

✓ Test TRAKIT Permit.pdf ✕ Remove

Test TRAKIT Permit.pdf
Description

UPLOAD

CANCEL **NEXT STEP**

Step 35 – In the **Description** area, type in a brief description of the attachment that has been uploaded. For example – Test prints for underground fiber between 3501 and 3509 e Orange.

Location
165704
3501 E ORANGE ST
PEARLAND CITY LIMIT, TX 77581
[Address Lookup](#)

Your Relation to this Permit

Property Owner
Check this box if you are the Property Owner

Contractor
Check this box if you are the Contractor

Attachments

Filename **Select**

✓ Test TRAKIT Permit.pdf ✕ Remove

Test TRAKIT Permit.pdf
Description:

UPLOAD

CANCEL **NEXT STEP**

Right Of Way
Application Process
eTRAKit User Guide

Step 36 – Now that plans have been attached, scroll back (up) to the Additional Information section of the page and check the “check box” next to the PLANS ATTACHED location.

HOME | DASHBOARD | VIEW/EDIT PROFILE | VIEW CART | LOG OUT | LOGGED IN AS: CITY OF PEARLAND.

My Dashboard

- Permits
 - Apply for New Permit
 - Search Permit
 - Pay Fees
- Projects
 - Apply for New Project
 - Search Projects
- Properties
 - Search Property
- Inspections
 - Schedules
 - Cancel
- Licenses
 - Apply for New License
 - Search Licenses
- Shopping Cart
 - Pay All Fees
 - Paid Items
- Contact
 - Contact us

Permit Application

STEP 1 PERMIT INFORMATION | STEP 2 | STEP 3 | STEP 4

Permit Type Information

PERMIT Type: RIGHT OF WAY
PERMIT Subtype: ROW OTHER
*Short Descriptions: Installing underground fiber optic cable.

Additional Information

ROW

DESCRIPTION OF WORK: Installation of 350' of new underground fiber optic cable from 3501 e. orange to 3509 e. orange in the right of way along Orange Street

CLASS OF WORK: NEW

PLANS ATTACHED:

APPROXIMATE START DATE: 10/15/2017
APPROXIMATE END DATE: 10/22/2017
GEN LIABILITY INSURANCE:

PERMIT INFORMATION:
1. There is no charge for this permit.
2. Contractor must notify Public Works Dept. (281.652.1900) 24 hours prior to beginning work.
3. Failure to provide proper notification, shall constitute

Step 37 – scroll back down to the **Attachment** section at bottom of the page and select the **UPLOAD** icon.

UPLOAD

Location

165784
3501 E ORANGE ST
PEARLAND CITY LIMIT, TX 77581

[Address Lookup](#)

Your Relation to this Permit

Property Owner
Check this box if you are the Property Owner

Contractor
Check this box if you are the Contractor

Attachments

Filename: [Select](#)

Test TRAKIT PermLoad Remove

[Test TRAKIT Permit.pdf](#)
Description: Test prints for underground fib

UPLOAD

[CANCEL](#) [NEXT STEP](#)

Right Of Way
Application Process
eTRAKIT User Guide

Step 38 – After upload is complete you will see the document and the brief description listed on the right hand side of the screen. The bold section becomes a link to the attachment that has been saved in the event you want to review before moving forward. (Image below is for reference only)

This permit is issued for Right of Way construction/work, within the geographical limits of the City of Pearland, and any areas subsequently annexed by the City. Street or public way or public right-of-way or public rights-of-way or rights-of-way or right-of-way means the area on, below, or above a public roadway, highway, street, public sidewalk, alley, waterway, or utility easement in which the municipality has an interest. Ord. No. 99B-3A.

I AGREE

I AGREE

Location

165784
3501 E ORANGE ST
PEARLAND CITY LIMIT, TX 77581

[Address Lookup](#)

Your Relation to this Permit

Property Owner
Check this box if you are the Property Owner

Contractor
Check this box if you are the Contractor

Attachments

Filename: Select

Description:

Attachments:
Test TRAKIT Permit.pdf
Test TRAKIT permit for underground fiber between 3501 3509 e orange **DELETE**

UPLOAD

CANCEL **NEXT STEP**

Step 39 – To proceed, press **NEXT STEP** at the bottom of the screen.

This permit is issued for Right of Way construction/work, within the geographical limits of the City of Pearland, and any areas subsequently annexed by the City. Street or public way or public right-of-way or public rights-of-way or rights-of-way or right-of-way means the area on, below, or above a public roadway, highway, street, public sidewalk, alley, waterway, or utility easement in which the municipality has an interest. Ord. No. 99B-3A.

I AGREE

I AGREE

Location

165784
3501 E ORANGE ST
PEARLAND CITY LIMIT, TX 77581

[Address Lookup](#)

Your Relation to this Permit

Property Owner
Check this box if you are the Property Owner

Contractor
Check this box if you are the Contractor

Attachments

Filename: Select

Description:

Attachments:
Test TRAKIT Permit.pdf
Test TRAKIT permit for underground fiber between 3501 3509 e orange **DELETE**

UPLOAD

CANCEL **NEXT STEP**

Right Of Way Application Process eTRAKit User Guide

Step 40 – STEP 2 in the upper portion of the screen will be highlighted. To move forward fill all required blanks on the Contact Information page.

My Dashboard
Permits
Apply / New Permit
Search Permit
Pay Fees
Projects
Apply for New Project
Search Projects
Properties
Search Property
Inspections
Schedule
Cancel
License
Apply for New Licenses
Search Licenses
Shopping Cart
Pay All Fees
Paid Items
Contact
Contact us

Permit Application
STEP 1 → **STEP 2 CONTACT INFORMATION** → STEP 3 → STEP 4

Application for a RIGHT OF WAY Permit

Applicant Information

*Name *Phone
*Address *Email Address
*City
*State *Zip 77581 -

Owner Information

*Name *Phone
*Address *Email Address
*City
*State *Zip 77581 -

Contractor Information

*Name *Phone
*Address *Email Address
*City *License or ID AEC01145
*State *Zip -

Emergency Contact Information

Name Phone
Address Email Address
City
State Zip -

Step 41 – Once all blanks are filled, select the **NEXT STEP** button at the bottom of the screen.

Applicant Information

*Name Eric Hammond *Phone (281) 652-1944
*Address 3501 e Orange *Email Address ehammond@pearlandtx.gov
*City Pearland
*State TX *Zip 77581 -

Owner Information

*Name Carlos Bahian *Phone (281) 625-1929
*Address 3501 e Orange *Email Address cbahian@pearlandtx.gov
*City Pearland
*State TX *Zip 77581 -

Contractor Information

*Name Scott Lightfoot *Phone (281) 652-1900
*Address 3508 e Orange *Email Address slightfoot@pearlandtx.gov
*City Pearland *License or ID AEC01145
*State TX *Zip 77581 -

Emergency Contact Information

Name Sude Love Phone (281) 652-1900
Address 3501 e Orange Email Address slove@pearlandtx.gov
City Pearland
State TX Zip 77581 -

CLEAR

CANCEL PREVIOUS STEP NEXT STEP

Right Of Way Application Process eTRAKIT User Guide

Step 42 – **STEP 3 REVIEW AND SUBMIT** will be highlighted at the top of the screen. Review all information carefully.

Permit Application

STEP 1 STEP 2 **STEP 3 REVIEW AND SUBMIT** STEP 4

Application for a RIGHT OF WAY Permit

Permit Information EDIT

Type	RIGHT OF WAY
Subtype	ROW OTHER
Description	Underground Fiber c.

Location EDIT

3501 E ORANGE ST
PEARLAND CITY LIMIT R-3, TX 77581

Contacts EDIT

Applicant Information

Eric Hammond (281) 652-1944
3501 e Orange ehammond@pearlandtx.gov
Pearland, tx 77581

Owner Information

Carlos Galvan (281) 625-1929
3501 e Orange cgalvan@pearlandtx.gov
Pearland, tx 77581

Contractor Information

Scott Lightfoot (281) 652-1900
3509 e Orange slightfoot@pearlandtx.gov
Pearland, tx 77581

Emergency Contact Information

Susie Love (281) 652-1900
3501 e Orange slowe@pearlandtx.gov
Pearland, tx 77581

Fee Information

Type	Amount
Total Fees	\$0.00

Attachments

Attachments:
Test TRAKIT Permit.pdf
Test Trakit permit for underground fiber between 3501 3509 e orange DELETE

To upload additional attachments click [Here](#)

Review the information prior to submitting.

CANCEL PREVIOUS STEP SUBMIT

Step 43 – Once all information has been reviewed and permit is ready to be submitted for City review, press the **SUBMIT** icon at the bottom of the screen.

Permit Application

STEP 1 STEP 2 **STEP 3 REVIEW AND SUBMIT** STEP 4

Application for a RIGHT OF WAY Permit

Permit Information EDIT

Type	RIGHT OF WAY
Subtype	ROW OTHER
Description	Underground Fiber c.

Location EDIT

3501 E ORANGE ST
PEARLAND CITY LIMIT R-3, TX 77581

Contacts EDIT

Applicant Information

Eric Hammond (281) 652-1944
3501 e Orange ehammond@pearlandtx.gov
Pearland, tx 77581

Owner Information

Carlos Galvan (281) 625-1929
3501 e Orange cgalvan@pearlandtx.gov
Pearland, tx 77581

Contractor Information

Scott Lightfoot (281) 652-1900
3509 e Orange slightfoot@pearlandtx.gov
Pearland, tx 77581

Emergency Contact Information

Susie Love (281) 652-1900
3501 e Orange slowe@pearlandtx.gov
Pearland, tx 77581

Fee Information

Type	Amount
Total Fees	\$0.00

Attachments

Attachments:
Test TRAKIT Permit.pdf
Test Trakit permit for underground fiber between 3501 3509 e orange DELETE

To upload additional attachments click [Here](#)

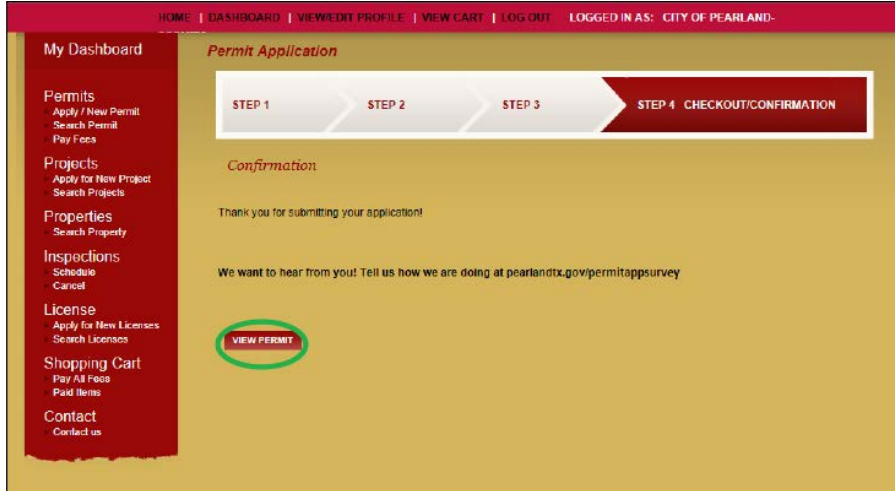
Review the information prior to submitting.

CANCEL PREVIOUS STEP SUBMIT

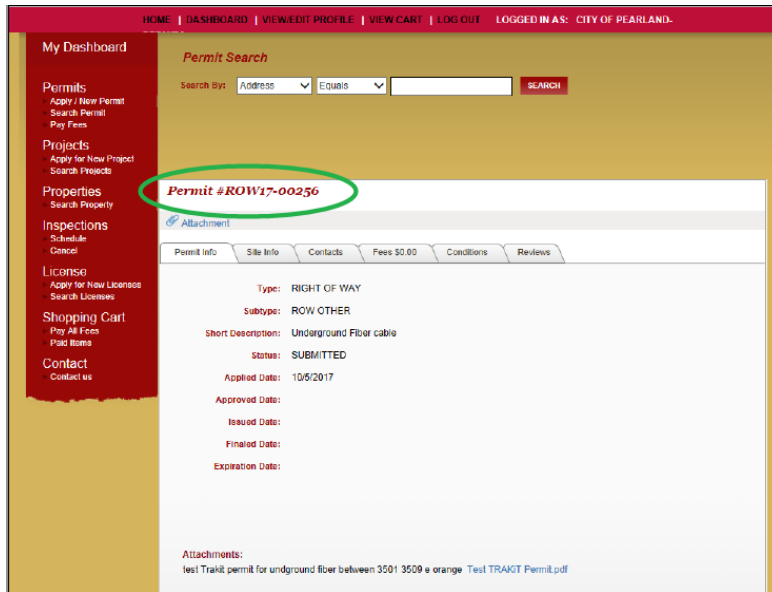
Right Of Way
Application Process
eTRAKit User Guide

Step 44 – STEP 4 CHECKOUT/CONFIRMATION, once the permit has been submitted it is routed to the ROW Division’s queue for review and response. Please allow five business days for review. (From the review screen, applicants can also view the status of their permit and details thereof by selecting the

VIEW PERMIT icon.)

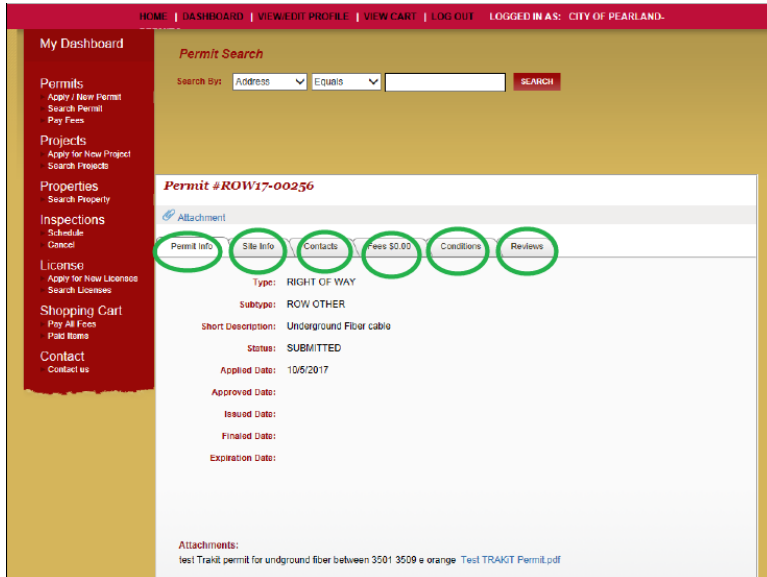


Step 45 – Upon review of the permit, applicants can now see the permit number assigned to the requested permit. This permit number is how staff and applicants should reference the permit moving forward. For example – Permit # **ROW17-00256**

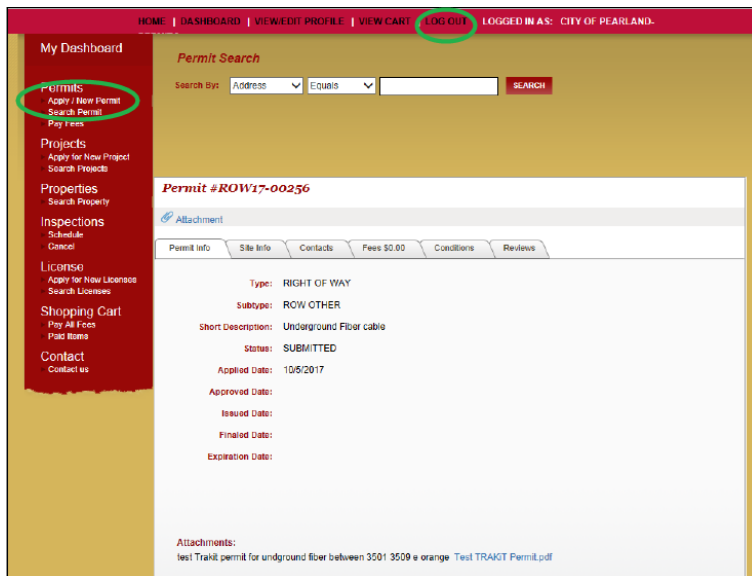


Right Of Way Application Process eTRAKiT User Guide

Step 46 – Applicants can review the status of their permit by perusing the selectable tabs highlighted in green below



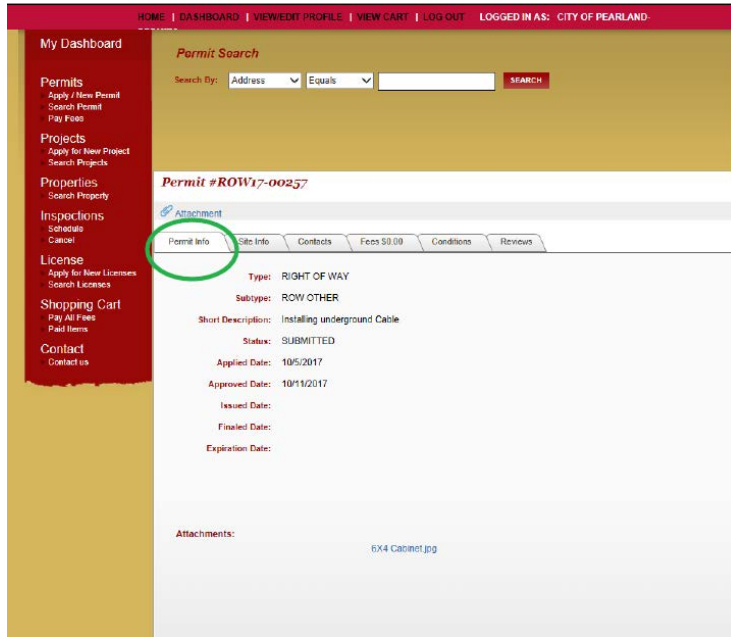
Step 47- **Completion!** Applicants can **log out** or select the Apply/New Permit screen to begin another permit application.



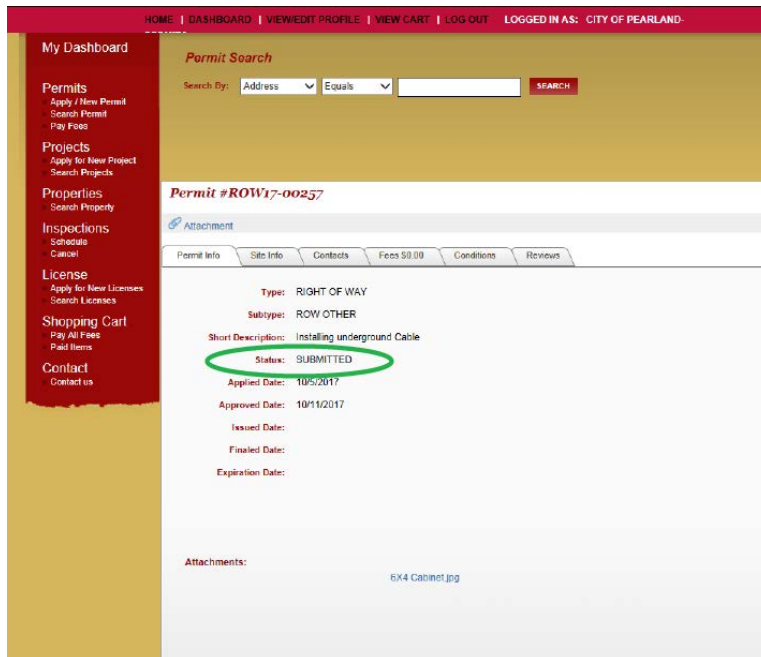
In the event you have any questions, please do not hesitate to contact the Public Works Right-Of-Way Team at 281-652-1900.

Right Of Way
Application Process
eTRAKit User Guide

Step 48- Checking status of your permit. Applicants can periodically check the status of applied permits by viewing the **Permit Info** tab on each applied permit. The Permit Info tab is the first tab under the permit number.

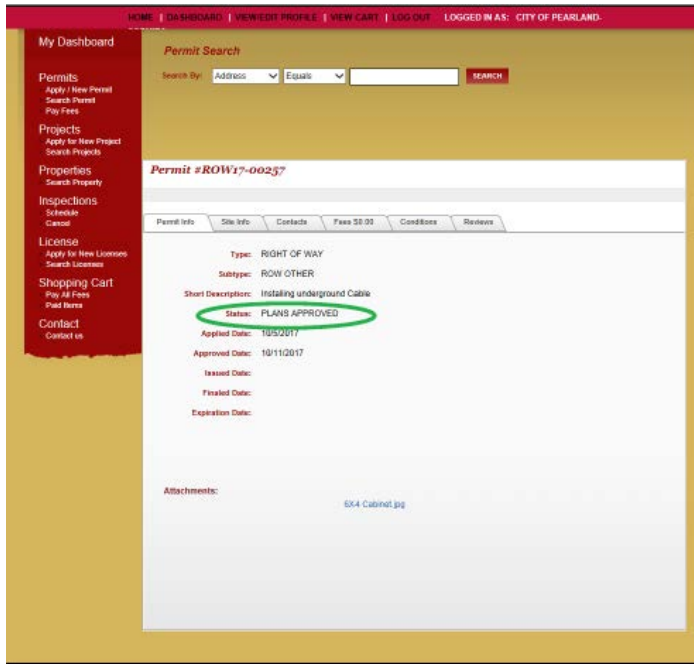


Step 49 – Checking status of your permit. To check the current status of an applied permit, view the **“Status”** area in the center of the page. When an application is first submitted it will state **“SUBMITTED”**



Right Of Way
Application Process
eTRAKiT User Guide

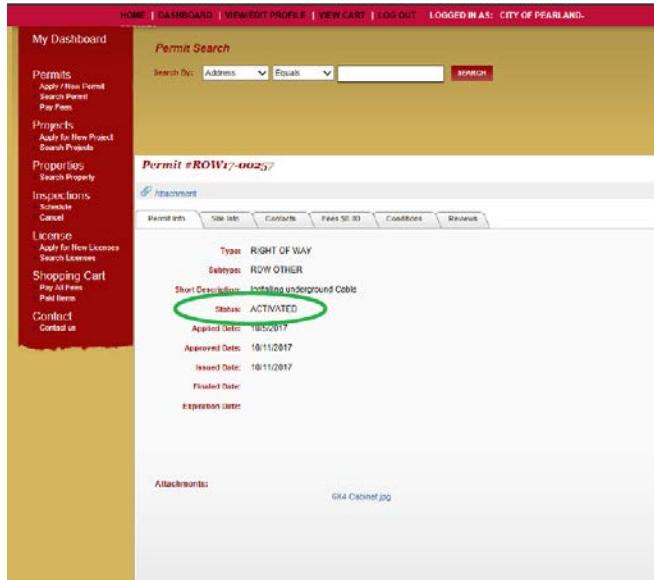
Step 50 – Remaining aware of **status changes** to your permit application. Permits are often reviewed within **7 days or 5 business days**. Applicants should log onto eTRAKiT periodically and check the status of an applied permit. Once a permit is reviewed and approved, the status will be changed to PLANS APPROVED. (Note – comments or additional information may be necessary during the review and extend the standard review timeline.) Applicants should once again view the Status area on the Permit Info tab for update.



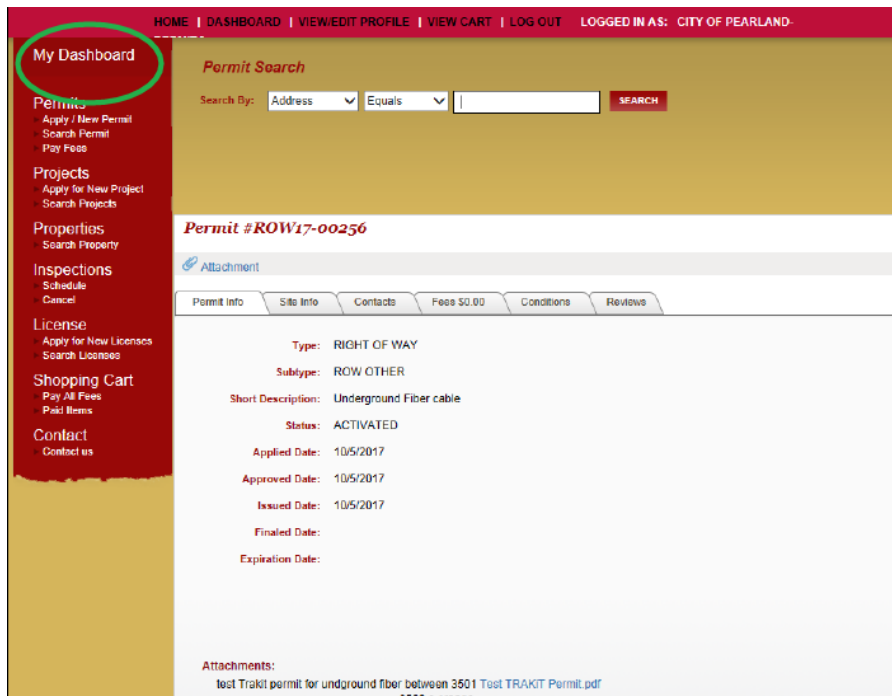
Step 51- **Activating a permit** and providing the required **24 hour advanced notification**. Once the status of a permit has changed to PLANS APPROVED and an applicant is ready to proceed with construction, a phone call to **281-652-1900** and request to activate a specific permit number is necessary. Following that phone call and activation discussion, staff will “activate” the permit and reply to the applicant with the activation number. Activation number and approved plans are required to be maintained in the field by contractor throughout construction.

Right Of Way
Application Process
eTRAKit User Guide

Step 52 – **Checking status of your activated permit.** Applicants should check the status of their permit after “activating” a permit. To do so, view the status area under the Permit Info tab of a specific permit. The status should now reflect “**ACTIVATED**”



Step 53 – **Printing approved permit documents.** Once a permit is “activated”, applicants can print the necessary documents for contractor’s possession while in the field. **Authority** to operate under a permit **is contingent upon** a copy of said **permit being kept at the jobsite** any time work is being performed. Return to the Dashboard Screen by selecting Dashboard at the top of the screen




Right Of Way Application Process eTRAKiT User Guide

Step 54 – **printing approved permit documents** – From the **Dashboard** screen, select the permit you wish to print the documents from in the **“My Active Permit”** list. (Note - The quantity of permits listed on an applicant’s Dashboard will vary depending on the quantity of applications they have submitted.)

The screenshot shows the eTRAKiT dashboard for a user logged in as 'CITY OF PEARLAND'. The dashboard is titled 'Hello City of Pearland-Permits. Below is a Dashboard of your current activities.' It features a sidebar with navigation options: My Dashboard, Permits, Projects, Properties, Inspections, License, Shopping Cart, and Contact. The main content area is divided into two sections: 'My Open Permit Applications' and 'My Active Permits'. The 'My Active Permits' section contains a table with the following data:

PERMIT NO.	ADDRESS	TYPE	STATUS	INSPECTION	FEES DUE	
ROW17-00256	3501 E. ORA...	RIGHT OF WAY	ACTIVATED		\$0.00	
ROW17-00257	3501 E. ORA...	RIGHT OF WAY	ACTIVATED		\$0.00	
ROW17-00260	3501 E. ORA...	RIGHT OF WAY	PLANS APPROVED		\$0.00	
ROW17-00263	3509 E. ORA...	RIGHT OF WAY	ACTIVATED		\$0.00	

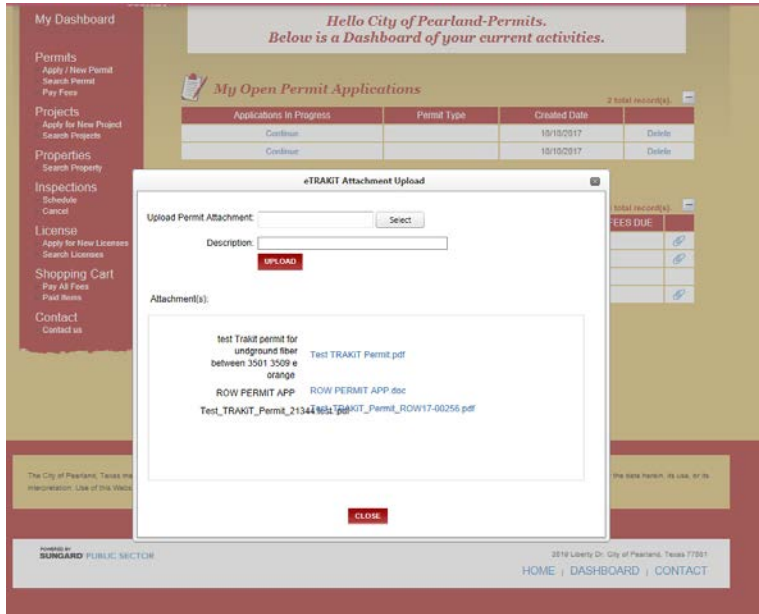
A green circle highlights the first row of the 'My Active Permits' table, and a green arrow points to the print icon in the same row.

Step 55 – **Printing approved permit documents continued** – Select the  icon to the right of the permit selected for print.

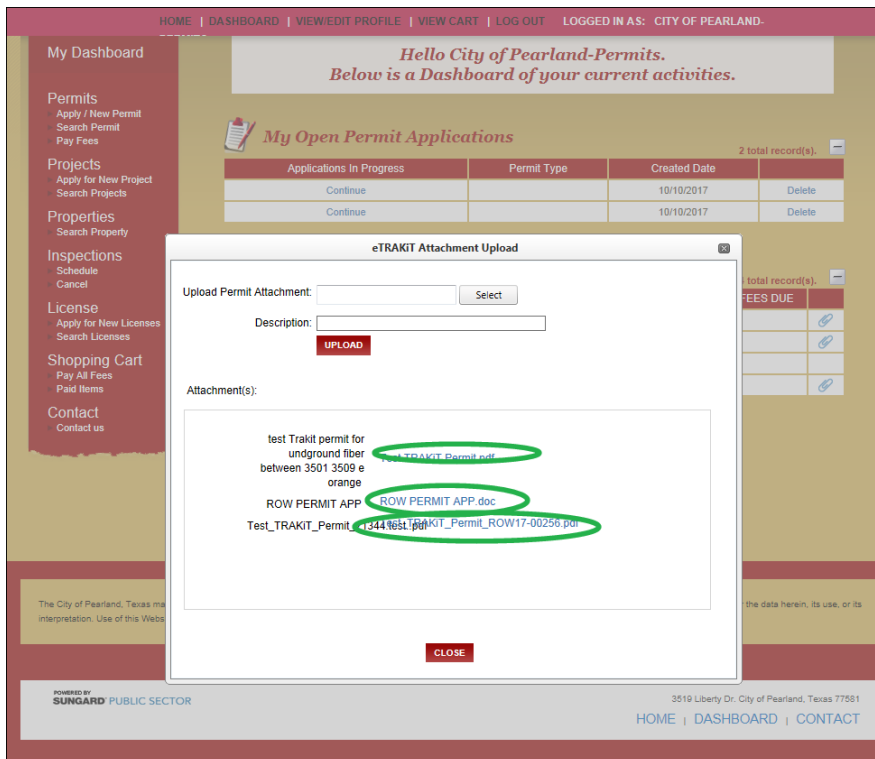
This screenshot is identical to the one above, showing the 'My Active Permits' table. In this view, a green circle highlights the print icon (represented by a paperclip icon) in the first row of the table, indicating the action to be taken.

Right Of Way
Application Process
eTRAKit User Guide

Step 56 – Printing approved permit documents continued – A **pop up window** will appear after selecting the paper clip icon.



Step 57 – Printing approved permit documents continued – In the **pop-up window**, **hyperlinks** will be present that will access the submitted and approved documents. (Approved documents will have City stamps and logos attached)




Right Of Way
Application Process
eTRAKit User Guide

Step 58 – Select and print the links that have been “Approved” by the City. (Note – a document

approved by the City will have a **City Logo** or **watermark** attached.



Step 59 – Printed documents maintained on-site while work is taking place, shall include the Approved permit application and Approved construction prints. (Examples below for example only).

 **Public Works Department**
City of Pearland
300 E. Orange St.
Pearland, Texas 77581
Phone 281.652.1900 Fax 281.652.1110
www.pearland.gov

APPROVED
RIGHT OF WAY PERMIT
Permit No: 809417-00254
Activated: 10/5/2017

Permit Application Information

J4-Address: 3501 E ORANGE ST
Applicant Name: ETC HAMMOOD
Approximate Start Date: 10/15/2017
Approximate Completion Date: 10/22/2017
Class of Work: 06.0
Description of Work: installation of 354" of underground fiber cable from 3506 to 3521 e Orange

Contact Information

24 Hour Emergency Contact Name: Scott Lamb
24 Hour Emergency Contact Phone: 281.652.1900
Contractor Name: Scott LambFoot
Contractor Phone: 281.652.1900

Sequence of Work - Contractor/Owner Checklist

1. Submit a set of engineered plans (PDF format) and Right of Way Permit Application online or via email.
Applicator must include detailed description of proposed construction as outlined in City of Pearland Ordinance 89-04, Sec 19-09 (b).
2. 24 hour notification to Public Works Department.
An identification number is provided upon activation of this permit and is required before beginning work. (The identification number is included, call 281.652.1900 24 hours before beginning work to activate this permit and begin work)
Date of notification: 10/15/2017
Identification No: 0112
3. Commence Work Dates:
4. Complete Work Dates:
5. Submit "Plans of Record" / "AS BUILT" (DWG, DWF) *Must be submitted within 10 days of completion Date*

