

21 South Bruffey Street, Salem, VA 24153
Phone: (540) 375-3032, Fax: (540) 375-4042
Email: commdev@salemva.gov



Form can be found online here:
<https://www.salemva.gov/Departments/Community-Development/Engineering/Forms>

Right-Of-Way Permit Application

Job Address/Location:

Approximate Job Cost: Job Start/End Dates:

Name:

Phone Number: Email Address:

Are YOU: Property Owner Contractor For Property Owner, do you reside at the job site address? Yes No

For Contractor: Company Name:

Company Address:

Company State Contractor's License #

Class: Expires: License Classification:

Description of intended work:

(please also submit any necessary maps/plans)

Permit Duration: 30 Days (Cost: \$50) 60 Days (Cost: \$100)

Acceptable Payment Methods

Mail check to this address:
PO Box 869
Salem, VA 24153

OR

Pay in office located at:
21 South Bruffey St
Salem, VA 24153

When paying in office, we accept cash/check/card (excluding AMEX)

Please advise of any closures required for this work:

Roadway Lane(s) Sidewalk

None Other:

Closure Date(s):

Road or lane closures shall only be in place from **8:30 AM - 4:30 PM**. All traffic control plans must comply with MUTCD guidelines. **48 hour notice** is required prior to any road or lane closures - please call (540) 375-3032 or email communitydev@salemva.gov. Closures shall not remain in place overnight unless absolutely necessary, any open cuts within the roadway shall be covered using steel plates with appropriate signage posted and the corners of the plate(s) shall be marked with reflective material.

To expedite the permit application process, e-mail this completed form to communitydev@salemva.gov to get approval prior to submitting payment. Then, once payment is received, the Right-of-Way permit will be issued

Signature

Date/Time