

# ATLDOT Qualified Contractor Checklist

June 2024

For the following inquiries, please contact:

|                       |                        |                |
|-----------------------|------------------------|----------------|
| Small Cells           | Reginald Buchanan      | (404) 546-1805 |
| Street Lighting       | Curtis Williams        | (404) 322-5919 |
| Qualified Contractors | Carolyn Edwards-Herron | (404) 865-8772 |
| Sanitary Sewer        | Site Development       | (404) 330-6249 |
| Lane/Sidewalk Closure | Nebyou Beza            | (470)-512-2392 |

Dear Applicant:

Please complete the following steps when applying for Qualified Contractor's permit from the Atlanta Department of Transportation (ATLDOT):

1. Click on the following link to apply:  
<https://app.apply4.com/worksapp/usa/atlanta>

**SPECIAL NOTE: you must apply for the closure permit at the same time you apply for the qualified contractor/right-of-way permit using the same portal. They will be issued together.**

**A Lane Closure Permit issued from ATLDOT is required with each Qualified Contractor/Right-of-way permit application.**

Please allow 10 business days processing time once all required documents have been received.

2. **Submit the following documents with your application:**

- Copy of your Business License
- Certificate Liability Insurance \*\*\* **CITY OF ATLANTA/Department of Transportation** \*\*\* must be shown as the certificate holder \*\*\*  
Required Insurance is \$1,000,000 per occurrence and \$2,000,000 aggregate \*\*\*

**Address:**

55 Trinity Avenue,  
Suite 4400  
Atlanta, Georgia 30303

- **Original Performance/Completion Bond** is required in the amount of the “value of proposed work or to restore the public right-of-way to its original condition prior to the commencement of work” The City of Atlanta must be the “**obligee.**”

**THE CITY OF ATLANTA WILL HOLD THE BOND FOR ONE YEAR AFTER COMPLETION OF WORK.**

3. **SAVE AFFIDAVIT** with a copy of current identification.

## RESTORATION

### Each application should also include:

- The last date the road was resurfaced if you are disturbing the road. It can be found here ([Resurfacing Information](#))
- Restoration plan of location per city code section [138-69](#).
- Copy of a drawing (**APPROVED BY THE OFFICE OF BUILDINGS 404-330 6150**) showing dimension of the work area (e.g.)

### Additional requirements:

- **DRIVEWAY APRONS, CURBING AND SIDEWALK CONSTRUCTION/REPAIR** should show dimension, (length, width) location and type of material to be used. If pavers or decorative color will be used, please complete the Decorative sidewalk agreement.
- **SANITARY SEWER ONLY-** Drawings should be stamped with the **Blue Sticker** obtained from the Office of Site Development. Sanitary Sewer Access Authorization Forms must be signed by the Office of Site Development.
- **WATER METER(S) ONLY** – provide approved utility drawings from Watershed, along with your pre-construction/cost estimate letter. 404-546-3390.
- Provide abandonment letter (if applicable).
- **Field Conditions** - Location of all above and below ground structures to be navigated. (i.e. storm drain, culverts, bridges, existing utilities, walls, parking

lots, buildings, driveways, side streets, signal, etc.)

## **BORING**

### **Each application should include:**

- Provide a description of full scope of work, with details – size, type and length including method of installation, and note if it is replacement, maintenance, reconducting, etc., type work, when applicable.
- Location bridge structures and traffic signal-controlled devices to be navigated.
- Clearly identify and differentiate existing and proposed facilities.

**Contact Mr. Beza (phone: 470-512-2392 or email: [nwbeza@atlantaga.gov](mailto:nwbeza@atlantaga.gov)) if you have questions regarding the closure application process.**