

Michigan Department of Transportation

**Are You  
Building on a  
State Highway?**

**Do You  
Need a Permit?**



Utilities Coordination & Permits Section  
Real Estate Division

# MICHIGAN DEPARTMENT OF TRANSPORTATION

## Utilities Coordination & Permits Section

### Real Estate Division

#### **Why do I need a permit to work in the state trunkline right of way?**

Michigan state laws require permission from the governmental unit having jurisdiction of the street or highway to construct inside of the right of way line.

#### **What is a trunkline?**

A trunkline is any highway or road under the jurisdiction of MDOT, and is generally marked with one of these symbols:



U.S. Route



State iMi Route



Interstate Business Connections

Abbreviation B.R. - Business Route

If you are not sure, please contact the nearest region/Transportation Service Center (TSC) office.

#### **Who needs a permit?**

Businesses or private parties and utility companies wishing to use the highway right of way for operations other than normal vehicular or pedestrian travel are required to obtain a permit from MDOT.

#### **What will happen if I do not bother to get a permit?**

Your driveway or other facility may be removed by the department, or you may be faced with possible legal action by the state's Attorney General.

#### **What form should I use?**

The permit form is entitled Individual Application and Permit (Form 2205). This form is used for all routine requests for construction and/or occupying state trunkline highways by individuals and corporations for residential and commercial driveways, tree trimming, drainage, landscaping, grading, utilities, and other similar uses. These forms may be obtained by contacting the department's appropriate region/TSC office maintenance garages. They are also available at most county road commission offices.

#### **Is there any cost?**

In most instances there is a fee for each permit. The exact amount will be determined upon receipt of the application, or may be obtained in advance by calling the appropriate region/TSC office. The permit fee is non-refundable.

#### **What is the permit fee used for?**

The annual appropriations bill for MDOT allows the department to recover its cost for reviewing and issuing a permit.

#### **Why are driveways regulated?**

Each driveway represents a point of conflict with the through traffic on the trunkline highway. Therefore, it must be constructed in an appropriate manner and location in order to afford both you and other motorists the greatest possible safety.

#### **Do I have to do anything else besides filling out the application form?**

Yes. The permit application must have a drawing or plan of your proposed driveway with its location, dimensions, and type of surface indicated.

#### **Do I need to be concerned about where the rain water drains?**

Yes. Drainage design is an integral part of your site plan and driveway design, and must be addressed before the driveway permit is issued.

#### **Will the department show me what is required?**

Yes. The standard details of the driveway requirements for your location may be obtained from the appropriate region/TSC office.

#### **Do I need a bond?**

Yes. State law requires that a bond accompany a permit application for a commercial driveway. Your contractor can furnish the bond if you sign a certificate of agency giving the contractor the responsibility, as your agent, for completing the work satisfactorily. If you are applying for a residential driveway permit, a bond is not required.

## **Do I need a driveway permit in addition to a building permit?**

Yes. If you are accessing a state trunkline highway you will need a driveway permit from the department, in addition to a building permit for your new building from your local governmental agency. If you are upgrading your driveway or only building a new driveway, a driveway permit may be all that is necessary.

## **When do I need a right of way occupancy agreement?**

Right of way occupancy agreements are required when you are constructing something other than a driveway (i.e., a private sanitary sewer or water line crossing within the right of way). Contact the appropriate region/TSC office before starting plans for any work within the trunkline right of way.

## **Do I need a permit for my mailbox?**

No. A permit is not required for a mailbox if the mailbox meets the Postmaster General's criteria. Some ornamental boxes would not be allowed.

## **What if I need additional information?**

All specific information pertaining to your particular permit will be provided by the appropriate region/TSC responsible for your area of work.

**To obtain construction, outdoor advertising and transport permits, or for assistance with public utility coordination, contact MDOT personnel at the locations listed in the Utility & Permit Personnel Guide.**

