

**MONTGOMERY COUNTY
ROADS AND BRIDGES DEPARTMENT**

HOW TO APPLY FOR A HIGHWAY OCCUPANCY PERMIT

1. Complete Parts 1 and 3 of the Application for Highway Occupancy Permit.
2. Complete the Opening-of-Highway Agreement.
3. For driveways, refer to “Schedule 93: Highway Occupancy Permit Fees” to determine the appropriate fee. For utility work, refer to 67 PA Code §459.4 – Permit fees. Make checks payable to **Treasurer of Montgomery County**.
4. Send the Application, Agreement, permit fee, and a complete set of plans to:

Montgomery County Court House
Roads and Bridges Department
P.O. Box 311
Norristown, PA 19404-0311

Depending on the nature of the project, the County may forward the application to a consulting engineer. The engineer will conduct a thorough review of the application. The applicant must reimburse the County for the full cost of the engineer’s review.

When the County determines that the application is satisfactory, and the applicant has paid all fees, the County will issue the permit.

If you have any questions, call 610-278-3890.