

Construction Permit & Staging Policy

Definition & Purpose

This policy defines a way for construction businesses (vendors, departments and contractors) to obtain parking, staging areas or reserve parking stalls for projects on campus.

Policy

- All vehicles (including personal or company vehicles) must display a valid permit when parked on campus outside of a fenced construction staging area.
 1. Two permits per prime contractor (10 maximum per project) will be available for purchase as close to the construction site as possible.
 2. Construction equipment defined as backhoes, dump trucks, cranes, etc. are not required to display a permit. Construction equipment should not be stored outside of the authorized construction area.
 3. Additional Temporary Permits may be available for sale if space is available.
 4. All vehicles must follow UW Transportation Services parking policies.
 5. Permits must be properly displayed. Failure to display permit may result in a citation.
 - UW Transportation Services and the FP&M Project Representative will jointly determine the fenced staging area or construction limits for each project prior to the bid.
 1. UW Transportation Services requests a 7 day notice for new staging areas to allow time for relocating current permitholders, move bus stops, close bicycle paths, move bicycle lockers & racks, etc.
 2. The contractor will be responsible for repairing all areas damaged by the project.
 - FP&M Project Representative will provide UW Transportation Services with a current list of projects as they are approved. All official contract interpretation of campus policies should be communicated through the FP&M Project Representative.
 1. The FP&M Project Representative will communicate Transportation Policies and non-compliance issues to the Construction Contractor.
 2. The FP&M Project Representative is responsible for notifying UW Transportation Services of areas on campus in use for an emergency construction site.
 - **Fenced Construction Site and/or Staging Area** is defined as: An authorized area or space that is fenced off to store construction materials, cranes, or other equipment specifically used on the construction site. Work vehicles may be parked inside of staging areas if space allows. Staging areas will not be arbitrarily set to provide parking for construction workers.
 - Transportation will sell Temporary Permits to FP&M and Housing for use by their contractors needing multiple parking locations for projects such as utilities, fire alarms, road work, building renovations, etc. The permits will be valid in permit or non-permit areas as defined by UW Transportation Services and the FP&M or Housing Project Representative.
 - UW Transportation Services website (with current parking policies & permit rates) is located at **www.wisc.edu/trans**. Transportation Services office is located in Rm 124 WARF, 610 Walnut Street, Madison, WI. Telephone: (608) 263-6666.
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Related References

- Permit Rate Policy
- Temporary Permit Policy
- Campus Map for Lot locations (www.wisc.edu/trans)

Policy Revisions:

Policy Number	TS-14
Effective Date	Permit Year 2009-10
Date Approved	2/2001
Revision Dates	2/2002 – Staging area definition 3/2003 – Charge for Construction stalls 11/2003 – Charge for all construction vehicles parked on campus 3/2005 – Define Fenced Construction staging area
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