

Construction Permit & Staging Policy

Definition & Purpose

This policy defines a way for UW project managers and construction businesses (vendors, departments, contractors and construction employees) to obtain parking, establish staging areas or reserve parking stalls for construction projects on campus. The purpose of the policy is to ensure parking requirements are consistent across campus for all customer groups while providing adequate staging areas for actual construction needs.

Policy

- **All personal vehicles** used for commuting to campus (including the construction project site) must display a valid UW Transportation Services parking permit and park in a designated lot/ramp.
 1. A personal vehicle is defined as any vehicle not owned by a licensed construction company.
 2. Personal vehicles displaying a temporary company sign or logo do not qualify as a construction vehicle.
 3. Personal vehicles used for commuting may not park at the construction site or inside the staging area.
 4. Temporary permits for workers commuting to a project site are available for sale in various locations across campus based on available space.
 5. All vehicles must follow UW-Madison Transportation Services parking policies.
- **Construction vehicles and equipment** may park at the construction project site or inside the staging area designated in project plans and approved by Transportation Services.
 1. Construction vehicles/equipment are defined as equipment used in the actual construction process; for example, construction owned trucks outfitted with equipment and tools used in the actual construction project, fork lifts, front end loaders, concrete trucks, cranes, back hoes, and dump trucks.
 2. Construction equipment/vehicles are not required to display a permit.
 3. Construction equipment/vehicles must not be stored outside of the authorized construction area.
 4. Temporary permits may be provided by campus project managers for contractors needing to park a company owned vehicle at the project site.
- **Fenced Construction Site and/or Staging Area** is defined as an authorized area or space that is fenced off to store construction materials or construction equipment specifically used on the construction site. Alternatively, the staging area is the area devoted to project activities for a small Physical Plant project as described by the project manager to Transportation Services.
 1. Transportation Services must approve all staging areas plans at the 35% review process as required by UW Technical Guidelines or plans provided by the small project manager.
 2. Changes in the approved staging area must be submitted for review.
 3. Transportation Services requests adequate lead time prior to the installation of the staging area to notify customers of lot or street closures, bus route changes, removal of bike racks/lockers or other issues that impact pedestrians and other transportation customers.
 4. The contractor will be responsible for repairing all areas damaged by the project.
 5. Transportation Services approval is not a substitute for the location of underground utilities which may be required and separately approved by the UW project manager.
- **Temporary construction parking** for Facility Planning & Management (FP&M) or Housing projects may be purchased from Transportation Services.
 1. The temporary construction permits will be valid in permit or non-permit areas as defined by UW Transportation Services and the FP&M or Housing Project Representative.

2. Temporary permits will include the date and location where they are valid
 3. Designated FP&M or Housing staff is responsible for distributing the temporary construction permits for each project.
- **FP&M Project Representative responsibilities:**
 1. 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.
 2. The FP&M Project Representative will communicate Transportation Policies and non-compliance issues to the Construction Contractor.
 3. The FP&M Project Representative is responsible for notifying UW Transportation Services of areas on campus in use for an emergency construction site.

Related References

- UW Transportation Services website (with current parking policies & permit rates) is located at transportation.wisc.edu. The main Transportation Services office is located in Room 124 WARF, 610 Walnut Street, Madison, WI. Telephone: (608) 263-6667.
- Campus map available on the Transportation Services website
- Permit rates available on Transportation Services website
- Temporary Visitor Permit Policy

Policy Information:

Policy Number	TS-14
Date Approved	2/2001
Revision Dates	<p>2/2002 – Staging area definition</p> <p>3/2003 – Charge for construction stalls</p> <p>11/2003 – Charge for all construction vehicles parked on campus</p> <p>3/2005 – Define fenced Construction staging area</p> <p>8/2011 – Clarify personal and construction vehicles</p>