

**Town of Brookhaven
Highway Department**



Daniel P. Losquadro
Superintendent of Highways

HOW TO GET A RELEASE FROM A HIGHWAY WORK PERMIT

All the work required on your Highway Work Permit *MUST BE COMPLETED* before you request a final inspection.

A "Request for Final Inspection" form must be completed for each inspection requested. If the Highway Work Permit is more than one (1) year old, it must be renewed. The renewal fee is \$150.00 and must be submitted with the inspection request form.

If **NEW** construction, a copy of the final survey must be included with the request form. **Surveys cannot be faxed.**

If concrete was required or used on the job, a copy of all concrete delivery tickets must be submitted with the request form.

The first inspection is included with the original permit fee.

All subsequent inspections require fees: \$75.00 for 2nd inspection
 \$100.00 for each additional inspection

Fees are payable by check, bank check, money order or credit card. There is a service charge on each credit card transaction. There is a \$75.00 fee for returned check. Cash cannot be accepted.

Once the inspection has been done, Highway Engineering will notify the permit holder of the results. If the work passes inspection, a release from the Highway permit will be issued. If the work does not pass inspection, the permit holder will be notified as to what work still needs to be done. After corrections have been made, another "Request for Final Inspection" form must be submitted, along with the proper fee(s).

If bond money was posted on the permit and the permit passes final inspection, the bond money will be released at the next Town Board meeting following the inspection. The money will automatically be mailed to the permit holder from the Finance Department.

Please allow **UP TO 15 WORKING DAYS** for each inspection.

