



**JIM STRICKLAND**  
**MAYOR**  
**ENGINEERING DIVISION**

# PROCEDURES FOR FIBER OPTIC CABLE PERMITS

REVISED: AUGUST 20<sup>TH</sup>, 2019

Land Development Office; Room 644

CITY OF MEMPHIS 125 N. Main St., Memphis TN 38103



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## I Introduction & General Background

The City of Memphis, Engineering Division (City Engineering) welcomes the opportunity to serve the citizens of our community. This document serves as a means to communicate our process related to land development, and the role that City Engineering plays in that process.

The Land Development Office (LDO) is a department under City Engineering that specifically works with the Memphis and Shelby County Office of Planning & Development (OPD) to ensure that all developments adhere to City standards and meet the requirements set forth for public improvements.

This document is meant to serve as a guide for following the correct procedures to obtain a permit to install fiber optic cables within the City of Memphis right of way. Any additional questions or concerns may be addressed to the following contact in Land Development:

**Title:** Assistant Plans Review Coordinator  
**Address:** 125 North Main Street, Suite 644  
Memphis, TN 38103  
**Phone:** 901.636.6794

**Disclaimer:** This document is provided as a general guideline for the plan submittal process. Information contained herein is for the designer's aid. The intent of this document is to provide information and guidance only. The engineer is ultimately responsible for the accuracy and completeness of the design submittal.

Additionally, the links to the following City of Memphis ordinances that are relevant to this document are included below:

CHAPTER 6-24. - FIBER OPTIC AND TELECOMMUNICATIONS FRANCHISE:  
[https://library.municode.com/tn/memphis/codes/code\\_of\\_ordinances?nodetid=TIT6BULIRE\\_CH6-24FIOPTFR](https://library.municode.com/tn/memphis/codes/code_of_ordinances?nodetid=TIT6BULIRE_CH6-24FIOPTFR)

CHAPTER 6-28. - FIBER OPTIC AND TELECOMMUNICATIONS RESELLER FRANCHISES:  
[https://library.municode.com/tn/memphis/codes/code\\_of\\_ordinances?nodetid=TIT6BULIRE\\_CH6-28FIOPTREFR](https://library.municode.com/tn/memphis/codes/code_of_ordinances?nodetid=TIT6BULIRE_CH6-28FIOPTREFR)



## II. Submittal Requirements

### A. Companies with Franchise Agreements:

The following companies have “franchise agreements” with the City of Memphis for work performed in the City of Memphis right-of-way. Unless specifically stated, these companies only need to provide the items listed in Subsection B:

1. AT&T
2. Comcast
3. Level 3<sup>1</sup>
4. Time Warner Cable<sup>2</sup>
5. XO Communications
6. Zayo Fiber Solutions

Companies not listed above will be referenced as “non-franchise” and will additionally need to provide the items listed in Subsection C.

### B. Items to be submitted for all fiber optic cable requests:

All fiber optic cable plans that are submitted to Land Development must contain:

1. Construction drawings that clearly depict the route requested (in PDF format) including installation details. **If there is a request to install fiber optic cable onto a traffic signal pole, the request will need to include appropriate wording and drawing details of the installation. The request will need to be approved by the Traffic Engineering Department before a permit can be issued.**
2. An aerial shot (in PDF format) that depicts the area in which the project is located.
3. Permit request document (in Word format) including the following:
  - i. Route name identifier or customer being served.
  - ii. Narrative description of entire route (in Word format). Narrative description must provide information concerning the location of the start of the route, applicable changes in direction with appropriate lengths for each run in a different direction, structures that may be placed in ROW, and the location of the end of the route.
    1. **Permit requests outside of work hours listed in General Requirements, Item 10:** All permit requests are issued for work from Monday through Friday from 9:00 AM – 3:00 PM per General Requirements Item 10 (Page 5) **unless specifically requested.** Permit requests that are requested for work during over time hours of 6:00 PM – 6:00 AM will need to provide valid reasoning for the request along with overtime inspection fees (see Section 3.B.6.ii.1) and will be reviewed on a case to case basis where work hours are determined to be more feasible in overtime hours than the regular hours listed in the General Requirements.
  - iii. Installer’s contact information (see Sample Permit)
  - iv. Subcontractor’s information (see Sample Permit)

<sup>1</sup> Level 3 is now CenturyLink as of November 1, 2017

<sup>2</sup> Time Warner Cable is now Spectrum as of May 18, 2016



4. Latitude and Longitude coordinates for all bore entry and exit locations.
5. Utility locate numbers. If unavailable at the time of submission, the contractor will be required to obtain utility locate numbers prior to construction: <http://call811.com/map-page/tennessee>
6. Fiber Optics Fees:
  - i. A \$750 base review is required for projects less than 1 mile in length (with exception to XO Communications and AT&T).
  - ii. A fee of \$1 per foot is assessed by City Inspections prior to construction to cover the permit fee for such projects. The check for this fee is written out to "City Inspections, 2599 Avery Ave Memphis, TN 38112" and will be processed in Land Development.
    1. **Permit requests outside of work hours listed in General Requirements, Item 10: Permit requests that are requested for work during over time hours of 6:00 PM – 6:00 AM (see Section 2.B.3.ii.1.) will be billed for over time inspection at \$1.50 per foot.**
  - iii. For Fiber Optic projects over 1 mile in length, fees for review, permit, and construction inspection are assessed on a case-by case basis.

### C. Additional items to be submitted for "non-franchise" fiber optic cable requests:

*Additional items to be submitted will reference the following document:*

Procedures for Street/Utility Cut Permit-

[http://memphis.hosted.civiclive.com/UserFiles/Servers/Server\\_11150732/File/Gov/Engineering%20Division/005\\_STREET\\_CUT\\_PERMIT\\_AMENDED91807.pdf](http://memphis.hosted.civiclive.com/UserFiles/Servers/Server_11150732/File/Gov/Engineering%20Division/005_STREET_CUT_PERMIT_AMENDED91807.pdf)

For "non-franchise" companies, the following items must be provided:

1. Comprehensive General Liability and Auto Insurance Listing (*Section 5.A.2; Section 5.A.3*)
2. A \$15,000 performance bond (*Section 5.B.1*)
3. Memorandum of Understanding (*Section 5.C*)
4. A flat fee for the street cut permit for \$300.00 (*Section 5.D*):

Once all applicable items have been received, a permit number will be assigned to the permit release memo by Land Development. **This memo will be sent to City Inspections and from there the procedures listed in the General Requirements must be followed (see Section 3: General Requirements for Permit Work).**



### III. General Requirements for Permit Work

The following General Requirements are listed at the bottom of every approved permit release memo.

#### **GENERAL REQUIREMENTS:**

1. The contractor is responsible for contacting, via email, [Construction.Services@cannon-cannon.com](mailto:Construction.Services@cannon-cannon.com) Cannon & Cannon, Inc (CCI) Construction Services, 60 Germantown Court, Suite 110, Memphis, TN, at (901) 306-6164 **a minimum of 24 hours prior to any work done within the public right-of-way.**
2. The physical location of the work site and the issued permit number shall be included in the notification.
3. The contractor shall contact the City of Memphis Traffic Signal Maintenance Shop, 980 S. Third St. Memphis, TN, at (901) 528-2844 for location of signal conduit and wires **a minimum of 48 hours prior to starting any work in the vicinity of a traffic signal.**
4. The name of the subcontractor's company, address, point of contact, and phone number listed in this permit must be verified by the City of Memphis Construction Inspections. The listed subcontractor shall be the subcontractor that is physically carrying out the requested permit.<sup>3</sup>
5. The subcontractor is required to have clear company insignia on the sides of all vehicles present at the work site to ensure that the listed subcontractor is performing the work listed in this permit. The vehicle mounted company insignias will reflect both the general contractor and the subcontractor.<sup>4</sup>
6. This permit is not valid unless the point of contact listed above as the subcontractor has been verified to perform the work listed in this permit.
7. **A copy of the approved permit must be kept on the job site at all times.**
8. Any work or impacts (including drill spoils, equipment placement, and infrastructure placement) to property outside the City of Memphis ROW is specifically PROHIBITED.
9. At locations where the contractor is unable to bore, cutting the pavement will be necessary. The pavement will be removed and restored according to standard City of Memphis specifications.
10. **Unless specifically authorized in writing on this permit installation work will only occur from 9:00 AM to 3:00 PM from Monday to Friday.**<sup>5</sup>
11. The contractor is also responsible for notifying CCI Inspection Services when their work on the site is completed. The notification shall be by email to [Construction.Services@cannon-cannon.com](mailto:Construction.Services@cannon-cannon.com). The contractor will be responsible for repairing and/or replacing any work within public right-of-way, or any public or private infrastructure damaged during construction, to the satisfaction of the Inspector prior to release of bond and insurance, or prior to approval of notice to proceed with construction of subsequent projects - whichever is applicable.
12. All cable placement will be placed 30 to 48 inches in depth between the back of the curb to the edge of the ROW only.
13. The contractor shall place any above ground markers on property lines within residential areas whenever practical.
14. Any disturbed ground resulting from construction shall be sodding, not seeding, with a sod similar to that on the remainder of the site near the disturbed area.
15. A permit number for the requested route will be issued by the City of Memphis Land Development Office, 125 N. Main St., Memphis, TN. This permit is not valid without a valid permit number. All fees including engineering review (if applicable) and inspection fees must be paid prior to issuance of a permit.<sup>6</sup>

**Failure to follow the above notification procedures may negatively impact the approval of future permit requests.**

<sup>3</sup> Subcontractor information will be listed for reference. If the individual overseeing the work does not match the person listed on the permit the work requested will be halted.

<sup>4</sup> All vehicles at job site must have clear insignia; failure to do so will result in work being halted.

<sup>5</sup> Work hours can be requested outside of 9am-3pm, but it must be approved by the Land Development Office (see Section 2.B.3.ii.1.)

<sup>6</sup> See Section 2.B.3.iii-iv

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As of August 20<sup>th</sup>, 2019, the 15 listed General Requirements are applicable to all companies requesting fiber optic installation. Additional requirements may be added per discretion of the Land Development and City Inspections Offices.



## APPENDIX





City of  
Memphis

Tennessee



JIM STRICKLAND  
MAYOR  
ENGINEERING DIVISION

**From:** Ibrahim Chum, Assistant Plans Review Coordinator

**To:** James Murray, Cannon & Cannon, Inc. Construction Engineering Inspector

**Date:** *(Date Permit is Released to City Inspections)*

**Re:** *(Company name)*, Fiber Optic Cable in City of Memphis Right of Way *(Franchise or Non-Franchise Agreement)*

**Route Name:** *(Name of route of permit request)*

**Description:**

*(Description provided must provide information concerning the location of the start of the route, applicable changes in direction with appropriate lengths for each run in a different direction, structures that may be placed in ROW, and the location of the end of the route.)*

**Starting GPS Location:** *(Starting Coordinates of Cable Route)*

**Ending GPS Location:** *(Ending Coordinates of Cable Route)*

**Locate Ticket:** *(Available Ticket Numbers; if not available locate tickets will be called in by the contractor)*

**Total ROW Footage:** Directional bore: *(Length of Directional Bore)*  
Aerial Placement: *(Length of Aerial Placements)*  
Total ROW Footage: *(Length of Total ROW Footage)*

**Installer's Contact:** *(Name of Point of Contact)*  
*(Name of Company)*  
*(Email)*  
*(Office Number)* *(Cellphone Number)*

**Subcontractor's Contact:** *(Name of Point of Contact)*  
*(Name of Company)*  
*(Address)*  
*(Email)*  
*(Office Number)* *(Cellphone Number)*

Only a cursory review of the route via available aerial photography was conducted. It is the responsibility of the contractor to ensure that all utility locates have been requested and completed/updated prior to construction, and that any and all permits required from other entities have been acquired. Evidence of underground utilities is present including gas, water, electric, sewer and drainage. Overhead utilities including power lines, street lights, and traffic signals are present. The presence of traffic signals would indicate that buried traffic signal cables are in the vicinity, as well. Other underground utilities should be expected. For this route, it is estimated that the pedestrian traffic will be heavy and the vehicular traffic volumes will be heavy. Appropriate pedestrian and vehicular traffic control should be implemented by the contractor. It is the responsibility of the contractor to notify emergency services of any closure of any roadway or alley – no matter the duration.



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4. The name of the subcontractor's company, address, point of contact, and phone number listed in this permit must be verified by the City of Memphis Construction Inspections. The listed subcontractor shall be the subcontractor that is physically carrying out the requested permit. <sup>7</sup>
5. The subcontractor is required to have clear company insignia on the sides of all vehicles present at the work site to ensure that the listed subcontractor is performing the work listed in this permit. The vehicle mounted company insignias will reflect both the general contractor and the subcontractor. <sup>8</sup>
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**Failure to follow the above notification procedures may negatively impact the approval of future permit requests.**

Ibrahim Chum  
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City of Memphis  
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(901) 576-6794 (Office)  
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[ConstructionServices@cannon-cannon.com](mailto:ConstructionServices@cannon-cannon.com)

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<sup>9</sup> Work hours can be requested outside of 9am-3pm, but it must be approved by the Land Development Office (see Section 2.B.3.ii.1.)

<sup>10</sup> See Section 2.B.3.iii-iv