



Ada County Highway District Permit Application Process Checklist



- Completed Application via website [ACHD ROW Permit Application](#)
- Complete Contractor Information
- Certified Responsible Person information listed with VALID dates
- Correct dates for when work will be performed
- Address information listed accurately with a MAP AND DRAWING of actual work area
- FULL description of ALL work to be done / listed accurately
- Complete TRAFFIC CONTROL PLAN for ALL work areas
- Approved / ACHD stamped plans provided
- ESC Plan provided, including a narrative and drawings with ALL BMP's trench details
- Copies of coordination notices from the Utility companies and/or other sources
- Other (please be specific) _____
