



CITY OF DURHAM – LICENSE AGREEMENT APPLICATION
 Department of Public Works
 101 City Hall Plaza | Durham, NC 27701
 919.560.4326 | F 919.560.4316

www.durhamnc.gov

Date: _____

INSTRUCTIONS

Per Chapter 62, Section 62-57 of the City of Durham Code of Ordinances, a license agreement is required when privately owned and/or maintained features, such as private signs, decorative pavers, irrigation system, decorative posts, or private utilities, are proposed to be installed within the City’s maintained right-of-way.

General liability insurance and a surety instrument (such as a letter of credit, performance bond, or escrow) may be required for the duration of the feature’s presence within the right of way.

Complete all fields in the application and submit to Public Works Engineering located at the 3rd floor of City Hall. Include with the application:

- \$200 fee Construction Plans showing encroachment (8 ½”x11” sheets)
- Registration as a vendor (perform online at <https://mss.durhamnc.gov/vss/Vendors/default.aspx>)

OWNER INFORMATION

Legal Name of Owner/Manager or HOA: _____

Type of Legal Entity of Owner or Developer: Corporation Limited Liability Company Individual

Address: _____

Email Address: _____ Phone#: _____

Contact Person: _____ Fax#: _____

CONSULTANT INFORMATION

Contact Person: _____ Company Name: _____

Email address: _____ Phone #: _____

PROJECT INFORMATION

Project Name: _____

PIN #: _____

Street Address: _____

Description of proposed improvements inside right-of-way:

Instructions how to pay Public Works Engineering License Agreement \$208 Fee:

Go to the DSC Paymentus web payment portal:

<https://ipn2.paymentus.com/rotp/dhbp>

1. From the “Select a Payment Type” drop down menu, choose:
“4-UEA application fee”
2. Fill in the two blanks to identify this as a License agreement payment for your specific street address / project.
Always Enter: “License Agreement – street address”
3. Add any additional descriptive information as applicable to your project.
(Both blanks can be used; each blank is limited to 32 characters.)

Enter Account Information

Payment Type Select payment type 4

4-UEA application fee

In the first blank enter the PROJECT NAME as it appears on the app Construction Drawings. Include PROJECT PHASE if applicable.
In the second blank enter the PARCEL ADDRESS and any additional project or payment information. Enter "License Agreement" and project name

Enter Project Name, Project Phase Enter property address

Parcel Address, other identifying project or payment information

4. Fill out the payment information fields and choose a method of payment.
(Please be aware that the third party vendor charges a convenience fee. The fee is 3.3% for debit/credit payments or a flat \$0.50 for echeck payments.)
5. Enter \$208 in the “Pay This Amount” field and submit.
6. You should receive and immediate confirmation of payment. Submit this confirmation of payment with your application.