

Entry Permit/License Agreement Process

Frequently Asked Questions:

1. What is an Entry Permit?

Permission: An Entry Permit is a contract between the Applicant and Metro-North Railroad which gives the Applicant permission to enter upon or use the property owned by or leased to Metropolitan Transportation Authority and managed by Metro-North Railroad. The Permit also includes a Force Account Estimate (when available) for Railroad support services.

2. Why do I need an Entry Permit?

Safety and Security: An Entry Permit is required for any work being done on or adjacent to MNR property, or if the work has the potential to foul MNRs' right-of-way/property. Fouling includes the placement of an individual or an item of equipment in such proximity to a track that the individual or equipment could be struck by a moving train or on-track equipment, or any other construction activity, in the opinion of an authorized Railroad employee, that is a danger to the safe passage of trains.

3. Do I need an Entry Permit if I am on my own property?

Protection: Yes, an individual could be on their own property and still be fouling the tracks if the individuals' position or action could cause movement into the right-of-way, or if there is any possibility of equipment moving into the track area.

4. What insurance is required?

Coverage: The minimum coverage includes workers' compensation, general liability, business automobile liability, and railroad protective liability. A more detailed description is provided in MNRs' Insurance Specifications.

5. Do I always need a flagman if I have an Entry Permit?

Support: Not necessarily. A flagman will be provided, if required, by MNR to protect the operation of train traffic during the permit or License work. A flagman is the contact employee qualified to obtain use of track and will also provide train approaching warning on adjacent tracks during work being done.

6. General Questions?

Support: If you have any questions in regards to working on or near the Metro North Right of Way, please email us at entrypermit@mnr.org