

Guidelines for Obtaining a LIRR Entry Permit

Step 1: Is this an LIRR Project:

If no, Proceed to Step 2
If Yes, Contact LIRR Project Manager

Step 2: Request for Entry Permit:

Contact: Mr. Tom Shen, PE
Managing Engineer – Civil Inspections
Long Island Railroad, Hillside Maintenance Complex
93-59 183rd Street, Dept. 3146
Hollis, NY 11423

Tele: (718) 558-4889
Email: ccshen@lirr.org

- Provide:**
- 1) **On Company letterhead;** Company Name, Address, **Principal of Company (President or VP)**, Contact Person's Name, Title, & Telephone #'s, email address,
 - 2) Authority for whom the work is being performed (NYC or NYS DOT, County, Utility Company, etc.), if applicable,
 - 3) Contract Number assigned by the above Authority, for the work to be performed,
 - 4) Full Description of work (detailed scope of work), and location of where the work will be performed (street address, cross streets, town, county, etc)
 - 5) Additional information that may clarify the working limits and any interference to LIRR operation (i.e. drawings, surveys, crane calculations, etc.)
 - 6) Amount of time necessary to complete the work and **anticipated time that work will be on or adjacent to LIRR ROW.**

After reviewing the Entry Permit request / submittal package for completeness, a copy of the LIRR Entry Permit will be prepared, **an estimate will be generated for the anticipated service**, scanned and forwarded to the requestor for signature. **Upon receipt, the requestor must review, sign, scan, and return the permit and all required insurance documents, to the Managing Engineer – Civil Inspections.**

Step 3: Initial Insurance Review:

Upon receipt, review, and approval of all insurance documents by the MTA Risk & Insurance Management Department, the Managing Engineer – Civil Inspections, will contact the LIRR Controllers regarding the receipt status of the Entry Permit Fee and **an advance deposit for the anticipated services** from the requestor.

Step 4 Entry Permit Fee

Upon confirmation from the LIRR Controllers Office that the **Entry Permit Fee of \$3,000 and the Advance Deposit** have been received from the requestor, the Managing Engineer – Civil Inspections will execute and forward a copy of the executed agreement to the requestor, and the requestor shall proceed to Step 5

Step 5: LIRR Civil Design & Inspection

Contact: Mr. Paul Nebab
LIRR Civil Design & Inspection
Sr. Project Engineer
Long Island Railroad, Hillside Support Facility
93-59 183rd Street, Dept. 3143, Hollis, NY 11423

Tele: (718) 558-3235
Email: pgnebab@lirr.org

- Provide:**
- 1) A copy of the executed Entry Permit (signed by LIRR and requestor)
 - 2) Original signed copies of Evidence of Insurance - submitted in the proper format
 - 3) Items 1 through 6 from Step 2

Upon review of all documents and obtaining appropriate confirmation from MTARIM that all insurances have been reviewed and approved, and that the Entry Permit agreement has been fully executed, a Field Inspector will be assigned to coordinate activities associated with the project, such as arranging for appropriate flag protection, RWP Training and request for mark-out of LIRR assets.

*** It should be noted that the requestor must not alter the documents or take exception to the LIRR Entry Permit Terms and Conditions. Failure to follow the Guidelines described herein may result in the cancellation of the Entry Permit Agreement.**