

# 6-Month Utility Blanket License

## APPLICABILITY

This license applies to utility companies with franchise agreements with Coconino County and will need to be renewed after 6 months. If a utility company wishes to perform encroachment utility work, the utility company's 6-Month Utility Blanket license must be validated before any encroachment permits may be applied for. The utility company must have an **active** franchise agreement which does not expire for at least 6 months (the term of the license).

A representative of the utility company or a licensed subcontractor of the utility company may apply for encroachment utility permits ([click here](#) for permitting requirements and application information).

## WHAT TO EXPECT

- **Read this document in its entirety before using the online portal to apply for a permit.**
- **Be Prepared** – You will be required to upload certain documents.
- **Online Portal Tutorial** – please watch a very brief video [here](#) prior to applying online so you understand how to use the online portal permitting system.
- **Register** – You will need to register in the online portal [here](#) if you have not already done so. Please remember your e-mail address and password because you will need them for future log-ins.
- **Start Your Online Application** - When you have followed the steps above, initiate an application using the online portal [here](#). You will need to log in, select My Portal, then Apply Online, then Engineering Division, then select the 6-Month Utility Blanket License and follow the prompts from there.
- **Submit** - Clicking “Save and Continue” at the end will submit your application and create a permit. You will have an opportunity to edit your information one last time prior to submitting, and if you need to make changes later you may contact staff for assistance.
- **Upload** – You will be required to upload a digital/scanned version of your company's franchise agreement with Coconino County, as well as proof of liability insurance (\$1 million with the County as an added insured).
- **Pay** –Once the application is completed and staff can verify the documents and information you have provided, a fee will be due and may be paid online using the Online Portal.
- **Communication** – A permit technician can assist with questions about how to use the Online Portal and will work to issue your license. Engineering staff can assist with questions about your franchise agreement and subsequent permitting. If there are additional contacts at your company for this license or other permit applications, please let staff know.
- **Encroachment Utility Permit** – This type of permit (for encroachment utility work to be performed at a specific location) may be applied for after your license is issued.

## ONLINE APPLICATION INFORMATION

- **Authorization** - you must be the property owner or a representative of the property owner and certify as such in the online application

- **Franchise Agreement Holder** – please select your company from the drop-down list. If you do not see your company, please select “Other” and fill out the details requested in the next field.