Temporary Permits to Enter Upon Amtrak Property (PTE)

Requests for Temporary Permits to Enter Upon Amtrak Property (PTE) must be submitted to Amtrak in writing and include the following information:

1. Name of company requesting the permit (include address and telephone number)
2. Who’s attention the permit should be addressed to
3. Permittee’s e-mail address
4. Exact location of work (including railroad milepost, if known)
5. Specific work activity being performed on railroad property (please provide dollar value of the contract if work being performed is other than surveys or bridge inspections)
6. Projected duration of work being performed on railroad property
7. Contact, phone and address where invoices should be sent for payment by Permittee.

Due to the heavy volume of requests for Temporary Permits to Enter Upon Amtrak Property, the processing time for initial Permit requests is approximately 30 business days.

Note: Temporary Permits for performing any environmental or geotechnical tests or studies (e.g., air, soil or water sampling) may be issued subsequent to completion of Amtrak’s environmental review and approval process. Requests are reviewed on a case-by-case basis. Depending on the site specific circumstances, a separate Site Access Agreement that addresses environmental liability issues may be required prior to any Temporary Permit.

All PTE Requests must be submitted to the Amtrak Engineering Construction Department e-mail or mail as noted below:

- Email to mcgratm@amtrak.com or mailed to:

  Senior Manager Engineering
  National Railroad Passenger Corporation
  30th Street Station, Mail Box 64
  2955 Market Street
  Philadelphia, PA 19104

Rev. 03/07/16