

SECTION 00200

PERMIT REQUIREMENTS

PART 1 GENERAL

1.01 PURPOSE OF INTENT

- A. The purpose of this section is to describe Heber City's Department of Public Work's policies for issuing permits and to control any excavation and construction operations in the public way in Heber City. All contractors and utility companies proposing to construct, repair or replace any facility within the public way, shall contact the Heber City Department of Public Works and complete all permit requirements prior to commencing proposed work as outlined in this section.
- B. Utility companies and contractors constructing approved facilities in new subdivision streets shall not be required to obtain a "Street cut and/or Excavation Permit", but will still be subject to City inspection and compliance with subdivision requirements.

1.02 POLICIES

- A. Permittee must be licensed with the State of Utah. It is the Policy of Heber City that contractors desiring to perform work in the City's public way shall be properly licensed in the State of Utah. The acceptable licenses include:

<u>TYPE OF WORK</u>	<u>LICENSE</u>
Any type of concrete work	A100 or C020
Paving	A100 or A109
Landscaping	A100 or C130
Buried gas, telephone, water, irrigation and power lines	A100 or A110
Sanitary sewer and storm drains	A100 or A108
Asphalt patching	A100, A109, or X068
Trenching	A100 or X030
Highway sign installation	A100 or X048
Manhole covers	A100 or X059
Paint striping highways	A100 or X064

Exceptions: A license shall not be required when the Permittee is a public utility company.

- B. Policy for determining when "permit waivers" can be granted. Working within the public way without a permit violates Heber City ordinances unless the permit is waived by the Public Works Department. Waivers can be granted by the Public Works Department when any of the following conditions occur:

1. When routine maintenance work which is being done by the City, State and utility personnel does not involve excavations in the City's public way, i.e., crack sealing, street resurfacing and repair, snow plowing, sanding, sweeping, garbage collection, storm drain cleaning, leaves pickup, above grade work, etc.
 2. When a Permittee allows other contractors or utility companies to perform work in the permitted trench limits.
 3. When utilities must be relocated or adjusted in conjunction with a City Public Works Department sponsored project provided the utility work is being accomplished within one week of the time the City or its Contractor is scheduled to begin construction at that location and provided the work is coordinated and approved by the City's Public Works Department.
- C. Policy for issuing no fee permits. The Public Works Department reserves the right to issue "no fee permits" for work in the public way when the following conditions are met:
1. When abutting property owners are repairing or replacing in kind any existing public facilities such as drive approaches, curb, gutter or sidewalk, construction of new facilities or any combination thereof.
 2. When utility companies are doing excavation work and such work is required in conjunction with a City Public Works Department project, and the work is required to be accomplished prior to the execution of the Public Works Department contract.
 3. When the City Public Works Department is repairing or maintaining public way facilities such as curbs, gutters, cross drains, storm drains, traffic facilities, driveway, sidewalk, etc, and such work requires excavation.
 4. When frames and lids in paved surfaces are raised or lowered providing the work does not disturb the underlying roadbase material.
- D. Policy for revoking "Permit Waivers" and "No Fee Permits". "Permits Waivers" and "No Fee Permits" will be revoked by the Public Works Department if the work is defective or requires action or supplemental inspection by the Public Works Department. In the revocation proceedings, the Public Works Department shall serve written notice which defines the problems encountered and the time (at least one day) the Permittee has to correct the problem. If the work is not satisfactorily completed within the time specified, the "Permit Waiver" or the "No Fee Permit" shall be revoked. The Permittee will be required to secure a Fee Permit before proceeding to complete the work.
- E. Policy for extending permit construction time limits. Subject to the Public Works Department's approval, permits which expire may be extended by paying a \$10.00 permit extension fee. The length of the extension determined by the Permittee shall be subject to the approval of the Public Works Department.

1.03 GENERAL CONDITIONS

- A. Permit: When the work is in progress, the Permittee shall have at the work site a copy of the permit and the Contractor's License Number under which the work is being performed.
- B. Emergency work: Maintenance of pipelines or facilities in the public way may proceed without a permit when emergency circumstances demand the work be done immediately, provided a permit could not reasonably and practicably have been obtained beforehand.

In the event that emergency work is commenced on or within any public way of the City, the Public Works Department shall be notified within one-half hour when the work commences or as soon as possible from the time the work is commenced. If emergency work is commenced during off business hours, the Public Works Department will be notified within one (1) hour of the start of work on the first regular business day on which City offices are open after such work commences, and, at the discretion of the Public Works Department, a permit may be issued which shall be retroactive to the date when the work was begun. Before commencing and while conducting emergency work, all necessary safety precautions for the protection of the public and the direction and control of traffic shall be taken. None of the provisions of these regulations are waived for emergency situations except the prior permit requirements.

- C. Private access: Temporary, all weather roadways, driveway, walks, and right-of-ways for vehicles and pedestrians shall be constructed and continuously maintained where required.
- D. Existing utilities: The Contractor shall use extreme caution to avoid a conflict, contact or damage to existing utilities, such as power lines, sewer lines, storm drains, street lights, telephone lines, television lines water lines, gas lines, poles or other appurtenances during the course of construction of this project. Any such conflict, contact or damage shall be immediately communicated to the Public Works Department.
- E. Preconstruction pictures of existing public way improvements: The Permittee may secure pictures of the conditions of the existing public way improvements such as curbing, sidewalk, landscaping, asphalt surfaces, etc. In the event that public way improvements are damaged and no pictures are taken, the Public Works Department will assume the correction of the damage is the responsibility of the Permittee.

PART 2 REQUIREMENTS

2.01 EXCAVATION PERMIT REQUIREMENTS

- A. No excavations or street cuts shall be performed within the public right of way without first obtaining a permit from the City. Cut permits shall be valid for a period of 30 calendar days from the date of issuance. Such permits shall be issued by the Public Works Department upon the applicant meeting the conditions and making the commitments outlined below:
 - 1. Show proof that a competent, responsible, and licensed contractor will do the work.
 - 2. Present evidence of public liability insurance in an amount of not less than \$200,000.00.
 - 3. Post a \$3000.00 cash bond, an adequate performance bond, or a \$10,000.00 blanket license and permit bond. The cash bond or performance bond will be held by the City to guarantee that the required improvements, restoration work, surface and every part thereof, will remain in good condition for a period of 2 years after final acceptance.
 - 4. Agree, at no cost to the City, to make all repairs and to maintain the improvements, the trench, the surface, and every part thereof in good condition during the two (2) year warranty period.
 - 5. Provide proper traffic signage in accordance with the Manual on Uniform Traffic Control Devices (MUTCD) and provide for and maintain through traffic in a form approved by the City Engineer at all times throughout the duration of the work.

6. Obtain approval from the City Engineer for any required road closures and provide 48 hours notice to those responsible for emergency services: e.g. school authority, law enforcement and fire protection officials.
7. Properly backfill or plate all cuts and excavations at the end of each working day.
8. Obtain City inspection of the work. Calls for inspection need to be made 24 hours in advance.
9. Repair roadway surfaces with temporary “cold mix” asphalt surfacing, two (2) inches thick, if permanent “hot mix” asphalt paving cannot be completed within 10 calendar days of backfilling the trench. All road base or asphalt temporary surfaces must remain smooth and flush with the road surface, and repaired as necessary by the contractor to maintain this condition, until permanent paving is complete.
10. Backfill with untreated base course material compacted to 95 percent of the maximum dry density, starting from the pipe bedding and continuing up to the bottom of the pavement. Excavated material is not to be used for backfill unless contractor can provide density testing, and material is in compliance with section 02225-5 item 3.08 C.
11. Permanent resurfacing shall be per Heber City Standard Specifications and a minimum of 4 inches thick. Paving width shall extend 12 inches beyond each side of the recompacted width of the trench. Existing pavement edges shall be saw cut to form a clean line. Asphalt edges shall be tacked and rolled with a steel drum roller to achieve a smooth level surface.
12. Fees: The application for a permit authorizing excavation and street cuts shall be accompanied by the fee established by the most current Heber City fee schedule that has been approved and adopted by the Heber City Council.
13. An administrative permit without a bond may be granted in lieu of a standard permit if the distance from the edge of pavement is greater than the depth of the trench being excavated.
14. Temperatures must be warm enough to avoid the risk of frost damage to existing utilities and assure proper compaction. Road cut permits will be allowed between April one and October fifteen. Road Cuts outside of these dates will be prohibited by the City Engineer once the temperature drops below 32° night or day, ground is frozen or compaction cannot be obtained. This does not apply to borings, emergencies and excavations beyond 5 feet from edge of asphalt.

2.02 EXCAVATION OPERATIONS

- A. Blue stakes: Before commencing excavation operations, the Permittee shall call “Blue Stakes” and Heber City Public Works Department.
- B. Traffic control devices: Traffic control devices such as barricades, signs and cones must be in place before excavation begins.
- C. Protection of paved surfaces outside of excavation area: In order to avoid unnecessary damage to paved surfaces, backhoes, outriggers, track equipment or any other construction equipment that may prove damaging to asphalt shall use rubber cleats or paving pads when operating on or crossing said surfaces.

2.03 ENVIRONMENTAL CONTROL

- A. Dust and debris: The Permittee or Contractor shall keep dust and debris controlled at the work site at all times. If necessary, wet down dusty areas with water and provide containers for debris. The City Engineer reserves the right to shut down the work or issue a citation if dust is not controlled.
- B. Noise: The Permittee or Contractor shall keep neighborhood free of noise nuisance in accordance with the Noise Ordinance.
- C. Cleanup: The Permittee or Contractor shall remove all equipment, material, barricades and similar items from the right-of-way. Areas used for storage of excavated material will be smoothed and returned to their original contour.
- D. Vacuum sweeping or hand sweeping shall be required when the Public Works Department determines cleaning equipment is ineffective.

2.04 ENFORCEMENT

- A. Violators of these regulations of working within the Public Way shall be subject to the provisions of Heber City Ordinances.

END OF SECTION