



UTILITY CONSTRUCTION PERMIT

Date Received by PW: _____ PW Permit Number: _____

All information and items listed below must be provided by the Applicants and Contractors in order for City Staff to begin the review and approval process. Incomplete permit requests will delay approval of the permit.

\$5,000.00 Surety Bond and Certificate of Insurance must be provided for review and approval as a part of this permit request.

*Upon City approval of the permit, the City will notify the Applicant's Contractor of approval; **HOWEVER, no construction, digging, boring, etc. can begin until the Contractor has contacted both 811 and the Public Works Dispatcher (dispatch@haltomcitytx.com / 817-834-9036) 48 hours prior to the start of such construction.***

Provide the 811 Ticket Reference Number (if available): _____

NOTE: Haltom City is NOT connected with a One-Call Service; approval of this permit will include marking of the City's public utilities.

The Public Works Dispatcher must be contacted 48 hours prior to the start of any construction requiring inspection by the Public Works Construction Inspector (tapping public main, making roadway cuts, etc).

1. Right of Way User / Applicant: _____

Company Physical Address:

Right of Way Users Contact Available 24 hours a day:

Name: _____

Title: _____

Phone: _____ Cell: _____

Email: _____

2. Contractor(s) Performing Work: _____

Company Physical Address:

Contractor Contact Available 24 hours a day:

Name: _____

Title: _____

Phone: _____ Cell: _____

Email*: _____

**This is the email that will be notified when the permit is approved and utility locates are complete.*

3. Location of Desired Work

Location Address: _____

Linear Feet of the Job: _____

Proposed
Start Date: _____ Proposed
Completion Date: _____

4. Attach (1) copy of the proposed engineering plans for City Staff review and approval.

Include an aerial photograph of the project limits.

- a. Description of the location of all right-of-way and utility easements which the applicant plans to use.
- b. Detail of what the applicant proposed to install (pipe size, number of inter-ducts, valves, etc.)
- c. Detail of plans to remove and replace asphalt, concrete in the street, and using City Standards and Specifications.
- d. Drawings of any bores, trenches, hand holes, manholes, switchgear, transformers, pedestals, etc. (include depths).
- e. Hand hole and/or manhole typical of type of hand holes and /or manholes applicant plans to use or access.
- f. Complete legend of drawings, which may be provided by reference to documents previously submitted to the City.

- g. The construction and installation methods to be employed by the protections of existing structures, fixtures, and facilities within or adjacent to the right-of-way, and the estimated dates and times work will occur, all of which are subject to the reasonable approval of the Director of Public Works.
- h. A copy of any permit or approval issued by federal or state authorities for work in federal or state authorities for work in federal or state rights-of-way in the City.

5. Understand that work shall not begin until the following are complete:

- a. All other utility providers in the area have been given notice of the excavation, (i.e. a written record of the notification to the notification center.
- b. Occupants of property adjacent to the proposed work site must be notified.
- c. All signatures must be on permit applications and plans stamped approved by Public Works.
- d. 3'x 3' information sign, traffic barricades, arrow boards, etc. are in place.
- e. Erosion control measures on site.
- f. Contractor has on-site general notes, approved permits and plans.
- g. List of all contractors and/or subcontractor(s) who will perform work has been provided.

6. All construction to be in strict accordance with this permit, the City of Haltom City's Standard Details and Specifications, and Ordinance No. 0-2000-054-16, as amended.

Applicant Signature

Printed Name

Title

Date

Haltom City Utility (W&S) Locator Signature	Haltom City Utility (Storm Drain) Locator Signature	Engineering Reviewer
Printed Name	Printed Name	Printed Name
Title	Title	Title
Date	Date	Date

Permit Approved: YES NO

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