



TOWN OF NEEDHAM
DEPARTMENT OF PUBLIC WORKS
500 Dedham Avenue, Needham, MA 02492-0993
Judy Oakes, Ext. 303 or Joe Hobbs, Ext. 362
PHONE: (781) 455-7550 FAX: (781) 449-9023

STREET/SIDEWALK PERMIT GUIDE
(Excavate & Occupy)

PERMIT FEE

Excavate: 50 lf & under = \$325.
Excavate: 51 lf & over = \$325. plus additional \$1./lf
Trench Fee - \$50.
Occupy - \$100.

Must comply with Town of Needham Street Permit Procedures effective 4/1/10.
(View on-line @ www.needhamma.gov/dpw)

DIG SAFE # _____ (Note: This is **NOT** an application/permit)

Requires: **Contractor License Form** (form attached) Approval by Joe Hobbs, Engineering Div
\$5,000 Surety Bond (original to be filed at DPW – no copy or fax)
Completed Plot Plan (form attached)
Certificate of Insurance with "Town of Needham" as certificate holder, amounts below:

Certificate Insurance Amounts:

Public/General Liability:	Bodily Injury:	\$100,000/person	\$500,000 aggregate
	Property Damage:	\$300,000/accident	\$500,000 aggregate
Worker's Compensation if applicable			

Typical permit activities include, but are not limited to, the following:

- Building a new home or sizeable addition or demolition of structure that requires the transportation of heavy vehicles and equipment (such as but not limited to, backhoe, front-end loader, dump truck, concrete deliveries, lumber deliveries, sheet rock and/or drywall deliveries) across curbs, grass berms, driveway aprons, sidewalks and/or borders of a public way with or without a sidewalk, in which damage may result that might cause the Town to expend funds to effect the repair.
- Trench excavation for Sewer, Drain and Water connections or disconnect to any structure
- Utility installations & repairs by Electric, Telephone, Gas & Cable Companies
- Driveway installations, reconstruction & repairs
- Placing a dumpster on or over public way or sidewalk
- Installation of an in-ground swimming pool
- Placing a ladder or staging to paint or repair building front or installing a sign
- Install or removal of retaining wall
- Placing fence or barrier on sidewalk to protect construction site
- Placing a hose across roadway and sidewalk from hydrant to fill or drain pool
- Monitor wells or Soil Test Pits
- Remove and/or replace Underground Oil Storage Tank

A precise time limit shall be established for permits, where possible, to control the length of time that damage may exist before permanent repair takes place. If the time limit expires on a permit of this nature, an additional fee for a new permit may be required, or a time extension **AT NO CHARGE** may be approved if conditions warrant.



Town of Needham
 500 Dedham Avenue
 Needham, Massachusetts 02492
 Phone (781) 455-7550
 FAX (781) 449-9023

DPW USE ONLY	
License Number	_____
Date Issued	_____
Expiration Date	_____
Approved by	_____

Contractor License
Pursuant to G.L. c. 82A §1 and The Town of Needham Street Permit Procedures
And 520 CMR 14.00 et seq.(as amended)

Name of Applicant			Phone	Cell
Street Address			* must be available 24 Hours (Emergency After Hours)	
City/Town	MA	ZIP		
Name of Competent Person (as defined by 520 CMR 14.02):			License Fee Received No () Yes ()	
Name of Excavator				
Massachusetts Hoisting License			Expiration Date:	
What type of license are you applying for?				
General () Water () Sewer () Drain () Roadway ()				

CONDITIONS AND REQUIREMENTS PURSUANT TO G.L.C.82A AND 520 CMR 14.00 et seq. (as amended)
 By signing the application, the applicant understands and agrees to comply with the following:

- i. No trench may be excavated unless the requirements of sections 40 through 40D of chapter 82, and any accompanying regulations, have been met and this permit is invalid unless and until said requirements have been complied with by the excavator applying for the permit including, but not limited to, the establishment of a valid excavation number with the underground plant damage prevention system as said system is defined in section 76D of chapter 164 (DIG SAFE);
- ii. Trenches may pose a significant health and safety hazard. Pursuant to Section 1 of Chapter 82 of the General Laws, an excavator shall not leave any open trench unattended without first making every reasonable effort to eliminate any recognized safety hazard that may exist as a result of leaving said open trench unattended. Excavators should consult regulations promulgated by the Department of Public Safety in order to familiarize themselves with the recognized safety hazards associated with excavations and open trenches and the procedures required or recommended by said department in order to make every reasonable effort to eliminate said safety hazards which may include covering, barricading or otherwise protecting open trenches from accidental entry.
- iii. Persons engaging in any in any trenching operation shall familiarize themselves with the federal safety standards promulgated by the Occupational Safety and Health Administration on excavations: 29 CFR 1926.650 et.seq., entitled Subpart P "Excavations".
- iv. Excavators engaging in any trenching operation who utilize hoisting or other mechanical equipment subject to chapter 146 shall only employ individuals licensed to operate said equipment by the Department of Public Safety pursuant to said chapter and this permit must be presented to said licensed operator before any excavation is commenced;
- v. By applying for, accepting and signing this permit, the applicant hereby attests to the following: (1) that they have read and understands the regulations promulgated by the Department of Public Safety with regard to construction related excavations and trench safety; (2) that he has read and understands the federal safety standards promulgated by the Occupational Safety and Health Administration on excavations: 29 CMR 1926.650 et.seq., entitled Subpart P "Excavations" as well as any other excavation requirements established by this municipality; and (3) that he is aware of and has, with regard to the proposed trench excavation on private property or proposed excavation of a city or town public way that forms the basis of the permit application, complied with the requirements of sections 40-40D of chapter 82A
- vi. By signing this form the applicant agrees to have a competent person on the site of all locations that require a permit.

APPLICANT SIGNATURE _____ DATE _____

TOWN OF NEEDHAM, MASSACHUSETTS
DEPARTMENT OF PUBLIC WORKS

Street Permit No. _____ Lot or House No. _____ Name of Street _____
AT/FROM Address No. _____ TO Address No. _____
Applicant _____
Owner _____ Contractor _____

Plot Plan
40' Scale

All plot plans shall show existing structures and public utilities, including water mains, sewers, drains, gas lines, etc.; driveways, edges of pavement, flood plain and wetland areas. See Section 3 of the Street Occupancy Permit Procedures for further requirements.

Approved _____ Director of Public Works Date _____