Permit to Excavate /Bore

Permit Requested:  □ Excavation  □ Boring

Applicant Information:

Applicant Name: ____________________________________________
______________________________________________________________

Company: ___________________________________________________
______________________________________________________________

Project Information:

Reason for excavation/boring: __________________________________
______________________________________________________________

Location of excavation including termination points:
______________________________________________________________

Start Date for Excavation: _____________________________
Projected End Date for Excavation: ________________________

General Provisions:

1. The permitting process is designed to help prevent damage during excavation /boring operations on the Carthage Campus. It is also to insure that all contractors adhere to appropriate landscape/ tree preservation and protection practices. It is not intended to modify a project’s drawings or specifications.

2. The applicant will review, in detail, the proposed area of excavation with an authorized member of the facilities department of Carthage. A formal meeting with other campus departments may also be required. No excavation or boring may proceed without written authorization as provided by this permit signed by the Associate Vice President for Business.

3. Boring procedures will include line and grade control by a licensed surveyor or professional engineer. The procedures will include verification and summary of the work performed by the licensed surveyor or engineer and shall be submitted to the campus facilities staff upon completion of boring.
4. Upon completion of the excavation/boring project, as-built drawings of work performed will be provided to campus facilities staff. These drawings will include positional data including elevations for all items that were installed as part of the excavation project.

5. The applicant will clearly mark the boundary of the proposed excavation / boring site. All locates, public and private, shall be the responsibility of the applicant. Campus facilities services will cooperate with information sharing but the final responsibility for locating and protecting campus utilities and infrastructure is the sole responsibility of the applicant.

6. The applicant will provide, with this completed application, an insurance certificate showing the following coverage:

   General Liability       $1,000,000
   Automobile Liability    $1,000,000
   Workers Compensation    $1,000,000
   Employer Liability      $1,000,000

7. The successful issuance of an excavation permit DOES NOT grant the applicant permission to deactivate, energize or de-energize, lockout tag out, change any utilities, feeds, or valve settings without the express consent of the Carthage facilities department. If any utility or service disruptions are expected as part of this project, they must be disclosed as part of this application process.

8. Applicant is responsible for tree protection including a temporary fence at all tree drip line is requires by the College. Applicant is responsible for the proper removal and off campus disposal of all spoils. Disturbed turf must be restored within five days of the end of excavation /boring.

9. The applicant agrees that if any part of these requirements is not fulfilled, Carthage will make remedies at the applicant’s sole expense.

I acknowledge as an applicant of an excavation/ boring permit I have reviewed the permit procedures and agree to comply with the above terms and conditions.

________________________________  ______________________
Signature                          Date

_________________________
Reviewed By: ____________________
Meeting held with applicant: ☐ yes ☐ no
Permit Approval Signature: __________________________
Date of Approval: __________________________________