



## Permit to Excavate /Bore

Permit Requested:

Excavation    Boring

**Applicant Information:**

Applicant Name:

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Company:

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**Project Information:**

Reason for excavation/boring: \_\_\_\_\_

Location of excavation including termination points:

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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: \_\_\_\_\_