

## UTILITY WORK PERMIT

### GENERAL CONDITIONS

1. This permit shall not be assigned or transferred without the written consent of the County Superintendent of Highways.
2. It's the law in the State of New York to contact Dig Safely New York at 1-800-962-7962 or [www.digsafelynewyork.com](http://www.digsafelynewyork.com). The center takes stake out request calls, 24 hours a day, 7 days a week. **You must call for a stake-out request at least 2 working days but not more than 10 working days before any excavation starts (Excluding holidays & weekends).** You must call regardless of where the excavation is located. Even if it is on private property, out in the middle of a field, or on a street that has no name. Mark out the area that you plan to excavate with White Paint, Flags, or Stakes.
3. Work under this permit when commenced shall proceed without interruption or delay in an expedient, workmanlike manner until completed.
4. The work authorized by this permit or any portion of it may, under certain conditions be required to be performed under the supervision and to the satisfaction of the County Superintendent of Highways, or his representatives, and the applicant agrees to pay all the necessary expenses incidental to the supervision and inspection by reason of the granting of such permission, such payment to be made within ten (10) days from his receipt of the Certified Account.
5. The applicant agrees to hold the County and Town harmless on account of any damages to persons or property which may arise during the progress of the work authorized by this Permit, or by reason thereof, or in connection with any future maintenance and also agrees to relocate or reconstruct at his own expense any of the work covered by this Permit if such change is required by future improvement or work on the highway and, liability insurance of at least \$500,000 per person and \$1,000,000 per accident. This insurance coverage shall be extended by endorsement or otherwise to include the County of St. Lawrence and County Superintendent of Highways and as evidence of such insurance coverage a certificate executed by the insurance carrier shall be filed with the County in the Highway Office.
6. High grade materials only may be used and substantial structures built. All structures or other work must be continuously maintained in a manner satisfactory to the Highway Authorities, and the expense of any maintenance to the highway occasioned by any manner or reason of the work authorized by this Permit must be assumed and borne by the applicant.

**HIGHWAY WORK PERMIT APPLICATION FOR UTILITY WORK  
SECTION 136, HIGHWAY LAW**

Application is hereby made for a highway work permit

<b>Agent Name:</b> _____	<b>RETURN PERMIT TO: (IF DIFFERENT)</b>
<b>Company:</b> _____	<b>Name:</b> _____
<b>Address:</b> _____	<b>Company:</b> _____
<b>City:</b> _____ <b>State:</b> _____ <b>Zip:</b> _____	<b>Address:</b> _____
<b>Phone:</b> _____	<b>City:</b> _____ <b>State:</b> _____ <b>Zip:</b> _____
	<b>Phone:</b> _____

**PROJECT LOCATION**

Town of: \_\_\_\_\_ County Route: \_\_\_\_\_

Distance and direction from nearest cross-road: \_\_\_\_\_

What side of road: \_\_\_\_\_ Distance of work area: \_\_\_\_\_

1. A copy of a highway map, or a portion thereof, shall be attached showing the project location.
2. A sketch plan drawn to scale or with dimensions given shall be provided showing the project location and the extent of work to be performed.
3. Utility flags shall be placed at the sight marking the specific location of the proposed items to be installed.

**PROJECT DESCRIPTION**

Proposed Work (Brief Description): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Anticipated duration of work: From \_\_\_\_\_ 20\_\_ thru \_\_\_\_\_ 20\_\_

**ADDITIONAL INFORMATION**

1. Applicant must provide a copy of an insurance certificate naming St. Lawrence County as being additionally insured. (A blanket certificate may be provided on an annual basis)
2. The applicant is responsible for obtaining any other required federal, state, or local permits
3. It's the law in the State of New York to contact Dig Safely New York at 1-800-962-7962 or [www.digsafelynewyork.com](http://www.digsafelynewyork.com). The center takes stake out request calls, 24 hours a day, 7 days a week. You must call for a stake-out request at least 2 working days but not more than 10 working days before any excavation starts (Excluding holiday & weekends). You must call regardless of where the excavation is located. Even if it is on private property, out in the middle of the field, or on a street that has no name. Mark out the area that you plan to excavate with white paint, flags, or stakes. The installation will be inspected and approved by a SLC Department of Highways' employee. Improperly installed pipes will be required to be removed.
4. **Incomplete or inaccurate information may delay processing and a final decision on your application**
5. Acceptance of the requested permit subjects the permittee to the restrictions, regulations and obligations stated on this application and on the permit.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_ 20\_\_

Return to: **St. Lawrence County Department of Highways**  
**44 Park Street, Canton, NY 13617**  
**Phone: (315) 379-1542 Fax: (315) 379-1061**

(This part below is for highway personnel use only)

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_ 20\_\_

Special Requirements: \_\_\_\_\_

\_\_\_\_\_