

ROAD OPENING PERMIT – Checklist

Department of Public Works (Highway/Water/Sewer/Drainage/Engineering)	978-630-8195
Planning Department	978-630-4014
Building Department	978-630-4007

1. Read and understand City Specifications.
2. Submit a Connection Plan designed by Massachusetts Registered Civil Engineer.
3. Apply for Connection Permit (water/sewer/drainage) and pay applicable fees.
4. Allow three (3) days for review of permit and plans.
5. Call the DPW for comments or status of permit.
6. Upon approval of Connection Permit a Road Opening Permit must be taken out if working on City Property/Street/Sidewalk. All fees must be paid prior to utility connection.
7. Any Contractor who will be doing a project must have a cash security with the City of Gardner in the amount of \$5,000. Check should be made out to the City of Gardner and paid to the Director when applying for connection permit. Allow four (4) days for check to clear.
8. A bond (made out to the City of Gardner) may be required along with cash security if, in the opinion of the Director, the project is large or high risk. If bond is necessary, the bond would be made out for two (2) years.
9. Certificate of insurance is required in the amount of \$1,000,000, mailed to the DPW.
10. Dig Safe number is required for Road Opening Permits.
11. 48 hour notice must be given to the DPW office to mark out existing City utilities.
12. 24 hour notice must be given to our Inspector and work must be inspected prior to backfilling. Any work not inspected will be re-excavated at the expense of the Contractor.
13. All water mains must be Chlorinated and tested prior to introducing flow.
14. All sewer mains must be pressure tested and video-taped prior to introducing flow and video must be turned in to the DPW.
15. As-builts of water, sewer mains and drainage must be turned in to the DPW.
16. Trenches in pavement must be saw-cut prior to excavation. All trenches will be blacktop within twenty-four (24) hours of excavation or Cash Security will be utilized. Once blacktopped, if trench is found to be deficient, contractor will be notified by the DPW. Contractor will have ten (10) calendar days from the time of notification to make repairs. If repairs are not made in this time period, trench will be repaired and paid with Cash Security funds. Cash Security must be at full capacity prior to issuance of a Road Opening Permit.