

## LICENSE AND PERMIT REQUIREMENTS – To all contractors working in the Town of Newington

This will summarize the permit process in the Town of Newington. In an effort to avoid confusion and lost time, we have prepared a list of required items. These items must be up to date and properly executed in order for us to issue a permit. If you are not sure about any item, call ahead. Your cooperation will improve the efficiency and is greatly appreciated.

Prior to a permit being issued by this office, contractors must be licensed by the Town and an original bond and insurance certificate must be approved and on file in our office.

The permit process is separated into two categories as follows:

- Excavation: The Excavation permit covers all operations that will require excavation within the Town's rights-of-way, backfilling, and requiring restoration of the surface.
- Driveway, Curb and Walk Layers: Driveway, Curb and Walk Layer permit covers work associated with the installation and/or repair of Driveways, Curbs and Sidewalks, also on Town owned property.

### 1. CERTIFICATE OF INSURANCE

- a. The **original certificate** of insurance form must be on file in the Engineering Department.
- b. The certificate must list the Town of Newington as an additional insured.
- c. The certificate must contain the following liabilities limits:

Broad Form CGL:	\$1,000,000
Auto Liability:	\$1,000,000
Worker's Compensation:	As required by State Law

### 2. BONDS

- a. RENEWAL CERTIFICATES AND CONTINUATION BONDS ARE NOT ACCEPTABLE
- b. Bonds must be on the Town's Bond Form. **Original form** must be filed with the Engineering Department. The contractor must file with the Engineering Department a surety Bond of \$10,000 to cover the current calendar year with an expiration date of December 31 of the same year. Note: A separate \$10,000 bond must be provided for each calendar year that the contractor will be working within the boundaries of the Town of Newington.
- c. Bonds must be signed, sealed, and dated by person named on power of attorney and also by the contractor (President or Secretary for Contractors). For corporations, the corporate seal will be required. A Power of Attorney form must be attached to the bond with the same date as the bond. Contractor's name must be printed. At least two witnesses must sign the bond.
- d. All signatures including witnesses must have printed names and titles below signatures.
- e. The bonding company must be approved to do business in the State of Connecticut.

**All of the documents listed above must be submitted and approved by the Town Attorney's Office and Risk Manager prior to the issuance of any permits. The approval process will require a minimum of forty-eight (48) hours.**

### 3. LICENSE AND INDEMNITY AGREEMENT

(Apply for in person once Bond and Insurance are approved)

- a. A valid "Town License" must be on file with the Engineering Department (Town supplied form).
- b. The fee for the annual license is \$25.00.
- c. All licenses will expire on December 31 of the year they are issued.
- d. An "Indemnity Agreement" form must be on file with the Engineering Department (Town supplied form).

### 4. PERMIT APPLICATION FORM

(Town supplied form, available in the Engineering office)

- a. Each permit will require a completed and signed application.
- b. All excavation, driveway and sidewalk permits require a "Call Before You Dig" number.
- c. All contractors working for the utility companies will be required to provide a work order number for the project.

***\*\*Blank "Town Forms" are available in the Engineering Office or at "www.newingtonct.gov/engineering"***

**Permit Fee Schedule:** Driveway and Sidewalk Permits - \$25 per location  
Street Excavation Permits - \$75 per cut



# TOWN OF NEWINGTON

131 Cedar Street Newington, Connecticut 06111

## Engineering Department

Tanya D. Lane  
Town Manager

**\*\* This authorization letter must be on file in the Engineering office at the start of every new year. Only the person named on the license will be issued permits if this updated letter is not on file.**

### LETTER OF AUTHORIZATION

To the Engineering Department – Town of Newington:

\_\_\_\_\_ of  
Print Name Title

\_\_\_\_\_  
Company Name Address

\_\_\_\_\_  
Authorized Signature Date

Do hereby authorize the following person(s) to obtain permits for the above company.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Bond Number: \_\_\_\_\_

**DRAIN LAYER, STREET EXCAVATION, DRIVEWAY, CURB AND WALK LAYER'S BOND**

KNOW ALL MEN BY THESE PRESENTS, That, \_\_\_\_\_

\_\_\_\_\_ as principal, and \_\_\_\_\_

\_\_\_\_\_ as surety,

are held and firmly bound unto THE TOWN OF NEWINGTON, in the sum of Ten Thousand Dollars (\$10,000), lawful money of the United States of America, to be paid to the said THE TOWN OF NEWINGTON, its successors or assigns, for which payment, well and truly to be made, we bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

The condition of this obligation is such that whereas the above bound principal may cut an improved pavement or any other portion of a highway or highways, including driveways, or install pipe in the Town of Newington and/or may install driveways, curbs, and walks and

**WHEREAS**, in the course of the performance of said work, the said principal must excavate and otherwise disturb the existing pavement, earth or any other portion of said highways or highways, and

**WHEREAS**, the said Town of Newington requires that said principal on the completion of said work shall restore said pavement or any other portion of the highway or Highway Right-of-Way to the condition in which it was before said work was undertaken.

**NOW, THEREFORE**, if said principal shall well and truly restore said pavement and any other portion of said highway or highways or Highway Right-of-Way as aforesaid and shall indemnify and save harmless the Town of Newington and its Town Manager and his agents from all suits and actions of every name and description brought against said Town or any officers of said Town for and on account of any injuries or damages received or sustained during the performance of said work or in consequence of or resulting from any work performed hereunder or of, or from any negligence in guarding said work, or of or from any act or omission of said principal, His servants or agents: shall faithfully perform said work in all respects and in accordance with all rules and regulations of the Town of Newington and of the Town Manager; and shall guarantee said work in like good condition to the satisfaction of the Town Manager **for a period of not less than one (1) year after completion** against failure caused by defective workmanship or materials and within said period with or without notice to the Principal, repair any portion of such street, shall pay the cost thereof within 30 days, and shall also pay all fines imposed upon him for violation of any such rules or regulations then this obligation shall be void otherwise it will remain in full force and effect.

It is understood that no further permits will be issued under this bond, # \_\_\_\_\_,  
after the current calendar year ending on December 31, 20\_\_\_\_.

DATED AT \_\_\_\_\_, THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_.  
(Town) (Day) (Month) (Year)

SIGNED, SEALED AND WITNESSED IN THE PRESENCE OF:

**Witness**

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Printed name)

**Principal**

BY \_\_\_\_\_ (SEAL)  
(Signature)

\_\_\_\_\_  
(Printed Name)

ITS \_\_\_\_\_  
(Title)

**Witness**

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Printed Name)

**SURETY**

BY \_\_\_\_\_ (SEAL)  
(Signature)

\_\_\_\_\_  
(Printed Name)

ITS \_\_\_\_\_  
(Title)