

## NOTICE TO CONTRACTORS

As of January 1, 2004, the Southington Engineering Department will require Contractors who work within the Town Right of Way to be **LICENSED**. In addition to the **LICENSE** requirement, **PERMITS** will be required on a project-to-project basis.

The authority to require **licenses and permits** is contained in Sections 364-4 through 364-19 of the Southington Code (“the code”).

In accordance with the requirements of the code, the following **licensing procedures** will be followed:

1. **Contractor Licenses** may be issued to contractors who make application to the Engineering Department. Application forms will be available. (See attached.)
2. A \$50.00 **License** application fee is required.
3. Before a **License** is issued, a Surety Bond or Letter of Credit in a form acceptable to the Town in the amount of \$5,000 must be posted. Bond must be a 2-year bond.
4. The applicant for the **License** must file his/her official business address and the telephone number for access during emergencies with the Town Engineer’s office.
5. All **Licenses** expire on the first of January following issuance. New applications are required for re-issuance.
6. The **Licensed Contractor** must supervise all work issued under his/her **License**.
7. **Licenses** are not transferable.
8. Only a **Licensed Contractor**, a governmental agency, or public service company may be issued a **permit**. Before granting a **permit**, a minimum cash deposit of \$2,500 must be posted to cover costs of trench repairs (a minimum cash deposit of \$500 is required for contractors licensed for DRIVEWAYS ONLY).

Trench backfill, compaction, aggregate sub-base, and temporary pavement installation and maintenance are the responsibility of the **permit holder**. Repairs necessitated by failure to maintain the temporary pavement will be performed by the Town and charged against the **permit holder’s account and/or \$5,000 license bond**.

Final paving will be performed by the Town through a subcontractor selected by competitive bidding on an annual basis. Anticipated actual finish paving costs will be determined at the time of **permit** issuance by multiplying the estimated area of trench paving by the most recently awarded unit bid price, if available, or by a unit price established by the Town Engineer. The finish paving price thus determined will be subtracted from the balance in the \$2,500.00 cash deposit. If the balance is insufficient, an additional deposit will be required before another **permit** is granted.

No **permit** will be effective until approved by the Southington Police Department.

No work may begin until all utilities have been marked in accordance with law.

All materials and workmanship shall be in conformance with standards as adopted by the Southington Engineering Department and Southington Code.

Any credit due the permit holder after the Town completes the final paving will be added to the permit holder's escrow balance, or returned, if requested.

**ENGINEERING DEPARTMENT**

**TOWN OF SOUTHTON**

**APPLICATION FOR LICENSE TO WORK WITHIN  
PUBLIC RIGHTS OF WAY**

Pursuant to Sections 364-4 to 364-19 of the Southington Code, the undersigned hereby makes application for a license to work within the public right of way.

1. Applicant's Full Legal Name:

\_\_\_\_\_

2. Mailing Address:

\_\_\_\_\_

\_\_\_\_\_ E-mail: \_\_\_\_\_

3. Telephone Number (s): Office \_\_\_\_\_

(Fax) \_\_\_\_\_ (Cell) \_\_\_\_\_

(Indicate which number is available on a 24-hour basis.)

4. Number of years in business under name listed in No. 1: \_\_\_\_\_

5. Attach list of construction equipment owned by company.

6. Attach certificate of insurance naming Town as insured. Minimum required coverages are:

Liability: One Million Dollars

Property Damage: One Million Dollars

7. Attach Letter of Credit from recognized institution with assignment letter or surety bond from a surety company authorized to transact business in Connecticut in the amount of \$5,000.00 to guarantee all work. Surety bond or letter of credit

**Application For License To Work**

must be effective for at least two years from the first day of the year in which the license becomes effective.

- 8. Enclose \$50.00 application fee.
- 9. Signatures. If sole proprietorship, signature of owner. If a partnership, all partners must sign. If a corporation, affix corporate seal and give names of its president, treasurer, and general manager, if any.

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