



EXCAVATION PERMIT

Department of Building, Planning, & Development

210 S Cedar St PO Box 506 Auburn IN 46706 | 260.925.6449 | 260.920.3342 fax | bpd@ci.auburn.in.us

APPLICANT/PROPERTY OWNER INFORMATION

Applicant	Name	
	Address	
	Phone / Email	
Property Owner Same as applicant Y N	Name	
	Address	
	Phone / Email	

PROJECT LOCATION

Address		
Subdivision, Lot		
Township		DeKalb County

PROJECT INFORMATION

Project Description <i>(include work to be completed and location of debris disposal)</i>				
Contractor <i>(include name, phone number and email)</i>				
City Property Disturbed <i>(check all that apply)</i>	Street		Curb	
	Sidewalk		Grass	Alley Other
Start Date			Completion Date	

APPLICANT CERTIFICATION AND SIGNATURE

Contractor's Certification: I certify the following

- I am the contractor on the above-described project/property and authorized by the owner to do this work.
- Information within this Excavation Permit is true and accurate.
- I have complied with the terms within this application.

By signing below, I agree to indemnify and hold harmless the City of Auburn and its employees for any loss, liability or damage that may result or accrue from or because of my negligence in performing the work authorized by this permit; in providing necessary barriers and warning devices; and/or by disregarding any order issued by the City relating to the work authorized by this permit.

Applicant's Signature

Printed Name

Date

CONTACT THE STREET DEPARTMENT FOR INSPECTION - AT LEAST TWO HOURS PRIOR TO POURING CONCRETE
AUBURN STREET DEPARTMENT 260-925-6455 MONDAY – FRIDAY 7:30 AM – 3 PM
SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

OFFICE USE ONLY

Rec'd By/Date		Excavation Permit	
Street Dept Approval/Date		Fee	\$
Insurance Certificate Expiration		Cash / Check / Charge	
Issued By/Date		Receipt	

No fees for work done by or for any government agency or work on sidewalks or driveways that do not include curb and/or gutter work.

ADDITIONAL INFORMATION

1. The contractor shall provide an insurance certificate showing coverage in the following amounts

a. General Commercial Liability Coverage

1. General Aggregate	\$1,000,000
2. Products – completed operations aggregate	\$400,000
3. Personal and advertising injury	\$500,000
4. Each Occurrence	\$500,000
5. Fire Damage (any one fire)	\$100,000
6. Medical expense (any one person)	\$5,000

b. Automobile Liability \$100,000

c. Excess Liability Not Required

d. Workers Comp and Employer Liability/Exempt Waiver Statutory State of Indiana Coverage

2. Locate Underground Utilities – contact the Indiana 811 to have underground utilities located including gas, sanitary sewer, storm sewer, water, electric/fiber, and other utilities. Call at least three (3) working days before beginning excavation, trenching, digging, boring or earth moving work.

Agency	Phone Number
DeKalb County Central Dispatch	260 333-0702
Indiana 811	811 or 800-382-5544
DeKalb Central Schools Bus Garage (for any street closing)	260 920-1171

The contractor shall also be responsible for contacting all other private and governmental companies and agencies that have improvements in the City property where the work will be completed.

3. The contractor shall comply with the regulations of the City of Auburn Street Department concerning excavation in public property, including but not limited to:

a. Completion of the work within one (1) year after the date on which the permit was issued

b. Construction barricades shall be placed around the work site at all times

c. All pavement, sidewalk and curb cuts shall be saw cuts

d. Backfill as specified by the Street Department approval with regard to type and manner

e. Not less than two (2) inches of cold mix shall be used as a temporary patch on the day that the work site is closed with backfill

f. Maintenance of all temporary patches and other work until the work has been accepted by the city's Street Superintendent, and maintenance of permanent repairs to the site for one year after acceptance of the work by the city's Street Superintendent