

ENGINEERING DEPARTMENT LICENSING AND PERMITS

No person shall make any excavation in or dig below the surface within the Town's right-of-way unless they have obtained a license to do so. Additionally, no person or utility shall dig within the Town's right-of-way until they have applied for, and secured, a permit to do so. A separate permit shall be required for each location or address at which the excavator proposes to work.

ISSUING OF LICENSES

Before a **NEW** license can be issued a contractor must provide:

1. A bond on the Town of Windsor form in the amount of \$10,000 (see **PAGE 2** for details);
2. A certificate of insurance (see **PAGE 2** for details); and
3. A minimum of 2 references of previous work performed*. References to be listed on license application.

For license **RENEWALS** the contractors insurance and bond must be valid and on file. Licenses to work within the Town of Windsor must be renewed **yearly**. Contact the Engineering department if there are questions regarding whether your license is still active.

Pricing for licensing can be found on **PAGE 4**.

* Projects completed in the past 2 years involving the type of work for which the license is applied for, and minimum of 2 references familiar with the type of work for which the license is being requested.

TYPE OF LICENSES

- Curb & Walk
- Drain, Pipe, or Conduit Layer
- Street Excavation / Driveway
- General Contractor (i.e. Curb, Walk, Drains, Driveways, & Excavation)

REQUIREMENTS TO ISSUE PERMITS

Every Contractor doing business in the Town is required to have a license on file with the Town and a Call Before You Dig number before a permit can be issue.

LICENSE

If the contractor does not already have a valid license with the Engineering Department, a **Request for License** form should be completed. The license form should be completed fully by the contractor. **Utility companies completing their own work do not require a license.** A license cannot be issued to a Contractor until a Bond and Certificate of Insurance have been received by the Windsor Engineering Department.

BOND

Every person making application for a street excavation license shall file with the Engineering department a cash bond or a satisfactory bond from a surety company, authorized to do business in the state, in the **minimum sum** of \$10,000. The bond must guarantee work for three (3) years from the project completion date. The bond must be presented on the **Town of Windsor Bond Form**. If a bond is not on file a permit cannot be issued. A copy of the bond is not acceptable, the contractor must present the original signed bond. **Utility companies completing their own work do not require a bond**

CERTIFICATE OF INSURANCE

A Certificate of Insurance (COI) is required to do business in the town. If the COI is expired or missing then a permit cannot be issued. The COI may be emailed to the Windsor Engineering Department – engineering@townofwindsorct.com – by the contractor or the insurance company. **The Town of Windsor is to be listed as additionally insured.**

A Certificate of Insurance showing limit of liability equal to or exceeding the following amounts must be provided:

- Commercial General Liability Insurance
 - \$1,000,000 per occurrence
 - \$1,000,000 personal/advertising injury per occurrence
 - \$2,000,000 general aggregate
 - \$2,000,000 product/completed operations aggregate
 - \$100,000 fire damage legal liability
- Commercial Automobile Liability Insurance
 - \$1,000,000 per occurrence
 - \$1,000,000 aggregate for all owned, hired, and non-owned vehicles.
- Worker's Compensation Insurance:
 - \$100,000 each accident
 - \$500,000 disease-policy limit
 - \$100,000 disease-each employee
- Umbrella Liability Insurance – case by case basis. Contact USI Connecticut to discuss an appropriate coverage requirement.
- Professional Liability
 - \$1,000,000 each claim

PERMIT

After a contractor has acquired a license through the Engineering Department, provided a Performance Bond, and provided a Certificate of Insurance, they are allowed to pull an excavation or driveway permit. All permits expire at the end of the year that the permit was issued. **Utility companies completing their own work are REQUIRED to obtain a permit.**

A separate permit shall be required for each location or address at which the excavator proposes to work, except that one permit shall be necessary for main line construction or for adjacent locations at the same property.

Pricing for Permits can be found on **PAGE 4**.

ENGINEERING PRICING

LICENSE FEES

New License Issue	\$75.00
Renewal of License	\$50.00

PERMIT FEES

Driveways (Curb Cut)	\$25.00
Curb and Walk	\$50.00
Street Excavation	\$50.00
- Additional charge per excavation on the same property	\$25.00