

Street Opening & Trench Permit Checklist

When submitting an application,

- Become familiar with 520 CMR 14.00
- Begin at Engineering Office (City Hall, 3rd Floor)
- Engineers will assist you with what information is required for your project. A plan or sketch is required with each application. The complexity of the work will determine the amount of detail needed.
- For work involving private property, obtain Building Commissioner signature
- DPW Commissioner signature is last. You will not receive your permit if information is not complete.
- Inspections with 24 hour notice: 978-970-3330
- Emergency work procedures
 - ❖ For work that cannot wait until City offices are open the following procedures must be followed:
 - ❖ Call DPW Night phone 978-970-3319 to notify City of work to be done.
 - ❖ Next business day you must apply for permit (in the morning)
 - ❖ Bring photos and as-built drawing with you when applying for permit.
- Information required with ALL applications:
 - ❖ Dig Safe number
 - ❖ Name and contact info of the permit holder/contracting authority
 - ❖ Name and contact info of the excavator
 - If this could be more than one person, all names are to be listed (forms can be updated as project progresses)
 - ❖ Name of the competent person(s)
 - ❖ Name of property owner
- Application and Permit are now TWO DIFFERENT pieces of paper