

Utility Permit Application Procedures and Guidelines

City of Southfield, MI

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City of Southfield Utility Permit Application Procedures and Guidelines

City Contact Information

City of Southfield
Engineering Department
26000 Evergreen Road, P.O. Box 2055
Southfield, MI 48037-2055

Application and Inspection Information

Cory Rowton, Engineering Project Coordinator
Office: (248) 796-4832
Cell: (248) 701-2305
E-mail: crowton@cityofsouthfield.com

Ordinance Requirement

As referenced in the Southfield City Code (Title IV – Streets and Sidewalks, Chapter 33 – Streets, Article I. – In General, Sec. 4.3 – Permits and bonds), these permit application procedures and guidelines have been reviewed and/or adopted by city council on July 20, 2020.

Resolution: Permit Applications for Work Performed in the Public Rights of Way.

Definitions and Terms

General

- (1) **Account Eligibility:** An account is considered eligible for activity when there are no outstanding fees and/or bond balances and all required documentation is current. Such activities may include: (1) permit status requests and/or updates; (2) requests for inspection(s); (3) notices of approval, expiration, extension, renewal, bond forfeiture; and (4) any other information referenced within the permit application procedures and guidelines or corresponding ordinance requirements. Upon documentation and written notice by mail or email to the permit owner, an engineering department designee may conclude that an account is ineligible and may classify a given permit and corresponding bond(s) for potential closure and forfeiture.
- (2) **Applicant:** The entity applying for a permit as listed in the Applicant subsection in Section 1 of the application submittal form (see Appendix B).
- (3) **Bond Holder:** An entity providing a bond deposit for work to be performed as listed in the Bond Holder subsection in Section 1 of the bond holder information submittal form (see Appendix E) and as indicated on the Utility Bond Receipt (see Appendix D).
- (4) **Business Day:** Any day in which city operations are conducted (typically Monday through Friday from 8 a.m. to 5 p.m. local time, excluding public holidays).
- (5) **City:** The City of Southfield.
- (6) **City Right-of-Way:** Public right-of-way under city jurisdiction.
- (7) **Designated Entity:** Under applicable circumstances, and with documented approval by the permit owner provided to the city, a “designated entity” may take an action on behalf of the permit owner. Examples may include, but are not limited to, an entity other than the permit owner submitting an application on behalf of the permit owner, picking up an issued permit, submitting a utility bond, or performing contracted or sub-contracted work.

- (8) **Engineering Department Designee:** The city engineer, and/or the city surveyor, and/or an employee designated by the city engineer.
- (9) **Permit Owner:** An application submittal form must clearly indicate the entity that is ultimately responsible for work being proposed as listed in the Utility Company (Permit Owner) subsection in Section 1 of the application submittal form (see Appendix B). This entity is classified as the “permit owner” and will be directly responsible for: (1) meeting timelines and applicable deadlines; (2) requests for information; (3) permit status requests and/or updates; (4) requests for inspection(s); (5) fee schedule items; (6) notices of approval, expiration, extension, renewal, and bond forfeiture; and (7) any other information referenced within the permit application procedures and guidelines or corresponding Southfield City Code requirements.
- (10) **Permit Owner Account:** Unless otherwise specified, this shall be referred to as “account” and is the entirety of all permit applications or issued permits a permit owner has open, pending, or otherwise in process with the city.
- (11) **Public Right-of-Way:** The area on, below, or above a public roadway, highway, street, alley, bridge, sidewalk, or utility easement dedicated for compatible uses in the city under the jurisdiction of the city, Oakland County, or the State of Michigan. Public right-of-way does not include a private right-of-way or a limited access highway.
- (12) **Utility Bond:** Unless otherwise specified, this shall be referred to as a “bond”, and is a refund-eligible deposit to ensure completion of work to the city’s required specifications. All required bonds must be submitted to the city before a permit is issued.
- (13) In any case that a definition and/or term has not been fully defined, reference to said definition and/or term should be interpreted through the Southfield City Code.

Forms, Documentation, and Permit Items

- (14) **Bond Holder Information Submittal Form (see Appendix E):** This submittal form, and all applicable attachments and documentation, must be completed in its entirety and physically delivered, sent in by mail, or emailed directly to an engineering department designee for a bond to be considered submitted.
- (15) **Close Permit Request (see Appendix K):** At any point throughout the permitting process, a permit owner or designated entity may request to close an existing permit or submitted application. In the event an application has not yet been processed, the corresponding application will be canceled and relative fees and bond requirements will be waived.
- (16) **Inspection:** A formal evaluation conducted by an engineering department designee of work performed by an entity as an assurance that work has met all relevant city standards in relation to a permit’s scope of work.
- (17) **Inspection Request (see Appendix I):** An official request for an engineering department designee to perform an inspection. This request form must be completed in its entirety and physically delivered, sent in by mail, or emailed directly to an engineering department designee for this request form to be considered submitted. All inspections shall require a submitted inspection request form. Please see the Bond Requirements and Fee Schedule section for whether permit fees are applicable to such request.

- (18) **Modified Scope of Work Request (see Appendix F):** An official request to change the scope of work for a permit. This request may be submitted by the permit owner or a designated entity and, upon approval by an engineering department designee, will be incorporated into the corresponding permit's existing scope of work. This request form must be completed in its entirety and physically delivered, sent in by mail, or emailed directly to an engineering department designee for this request form to be considered submitted. Such request may be subject to applicable permit fees.
- (19) **Permit Application Submittal Form (see Appendix B):** This submittal form, and all applicable attachments and documentation, must be completed in its entirety and physically delivered, sent in by mail, or emailed directly to an engineering department designee for an application submittal form to be considered submitted.
- (20) **Permit Expiration:** A permit is considered expired 372 days from the permits' date of issuance as indicated on the permit (see Appendix C).
- (21) **Permit Extension Request (see Appendix J):** An official request for a permit's expiration date to be extended for one year. This request form must be completed in its entirety and physically delivered, sent in by mail, or emailed directly to an engineering department designee for this request form to be considered submitted. Such request may be subject to applicable permit fees. Unless approved by the city engineer, a permit is not eligible for more than two (2) extension requests. A permit extension request needs to be sufficiently marked as submitted before the permit expiration date to be exempt from any possible permit closure fees.
- (22) **Records Change Request (see Appendix G):** An official request to change account information. This request form must be completed in its entirety and physically delivered, sent in by mail, or emailed directly to an engineering department designee for this request form to be considered submitted. Such request may be subject to applicable permit fees.
- (23) **Records Request (see Appendix H):** An official request for the City to provide account information. This request form must be completed in its entirety and physically delivered, sent in by mail, or emailed directly to an engineering department designee for this request form to be considered submitted. Such request may be subject to applicable permit fees.
- (24) **Scope of Work:** The work that has been approved by an engineering department designee for the permit owner to conduct work specific to a given permit.
- (25) **Site Visit:** At any point after a permit has been issued and before an inspection is performed, an engineering department designee may stop by a work site to evaluate progress, ensure work is being performed correctly and in a timely manner, and/or request permit documentation.
- If a permit has already been reviewed and approved for issuance by an engineering department designee, this request form must be completed in its entirety and physically delivered, sent in by mail, or emailed directly to an engineering department designee for this request form to be considered submitted. Such request may be subject to applicable permit fees.
- (26) **Utility Incident Report (see Appendix M):** In the event that work is conducted within the right-of-way without a permit, an engineering department designee may file a utility incident report for the City's records. This report may be used to consider account eligibility and fees that may apply to existing permits or permits that have not yet been applied for.

- (27) **Utility Permit (see Appendix C):** This permit can be physically picked up, received by mail, or received by email, if electronic communications for such information has been approved and documented by the permit owner, from an engineering department designee. This permit is required to initiate approved work, unless otherwise given written and signed approval from the city engineer. Without such documentation, any action taken within, outside of, or in relation to the scope of work before a permit is issued will be subject to fees listed in this permit's fee schedule to ensure the accuracy of the city's records and the applicant's account eligibility. This document must also be available for review on a work site upon the request of an engineering department designee. All application fees and bond requirements must be submitted to the city before a permit is issued.
- (28) **Utility Permit Application Procedures and Guidelines:** Refers to this document in its entirety.

Permit Types

- (29) **Emergency Work:** Any existing or proposed permit that is determined by an applicant, and approved as such by an engineering department designee, to require the immediate review and/or approval of the city will be deemed "emergency work". Immediate review and/or approval under these circumstances will allow the city five (5) business days to respond to a submitted application submittal form from the date received, unless otherwise specified. In the case that the city receives a large quantity of emergency permits by the same entity at the same time, an engineering department designee may communicate a given time frame that is longer than five (5) business days and will give the applying entity an expected review timeline. These permits will be subject to corresponding fee schedule items. If at any time during a permits' review, approval, issuance, completion of work, inspection(s), or other permit activity, the city and/or the permit owner indicate, and it is mutually agreed upon, an emergency work permit should be otherwise classified, the city may impose a records change request fee and follow the respective fee schedule to which the permit has been changed to.

Under the classification of emergency work, a permit owner must contact an engineering department designee as soon as feasibly possible in any case in which work will need to take place before an application submittal form is submitted to obtain written or documented verbal approval for work to begin. An improper construction work fee may be imposed if an entity initiates work, and (1) has not given appropriate notification of the incident as deemed sufficient by an engineering department designee or (2) it is later identified to be classified other than emergency work as determined by an engineering department designee. If such a fee has been issued, all other applications and/or permits an entity has with the city may be subject to account ineligibility until associated fees are paid in full.

- (30) **Priority Work:** Any existing or proposed permit that is determined by an applicant to require priority review and/or approval of the city will be deemed "priority work". Priority review and/or approval under these circumstances will allow the city ten (10) business days to respond to a submitted application submittal form from the date received, unless otherwise specified. A permit owner may not exceed ten (10) priority work permit applications in any given calendar month unless approved by the city engineer. These permits will be subject to corresponding priority work fee schedule items. If at any time during a permits' review, approval, issuance, completion of work, inspection(s), or other permit activity, the city and/or the permit owner indicate, and it is mutually agreed upon, that a priority work permit should be otherwise

classified, the city may impose a records change request fee and follow the respective fee schedule to which the permit has been changed to.

- (31) **Standard Work:** Any existing or proposed permit that is determined by an applicant to require standard review and/or approval of the city will be deemed “standard work”. Standard review and/or approval under these circumstances will allow the city thirty (30) business days to respond to a submitted application submittal form from the date received unless otherwise specified. These permits will be subject to corresponding standard work fee schedule items. If at any time during a permits’ review, approval, issuance, completion of work, inspection(s), or other permit activity, the city and/or the permit owner indicate, and it is mutually agreed upon, that a standard work permit should be otherwise classified, the city may impose a records change request fee and follow the respective fee schedule to which the permit has been changed to.

General Procedures and City Policies

- (1) **Approved Scope of Work:** If a permit owner or designated entity does not follow the approved scope of work, and has not requested a modified scope of work, the city may impose associated improper construction work fees and maintains the right to stop work and impose relevant improper notice of construction fees.
- (2) **Bond Forfeiture:** The city maintains the right to access and forfeit funds from a bond for the payment of outstanding fees, costs, and/or other financial requirements listed throughout the permit application procedures and guidelines that are associated with the applicant’s account eligibility.
- (3) **Compliance with Laws:** The permit owner and designated entities shall comply with all applicable codes and industry standards, laws, statutes, ordinances, rules, regulations, zoning and land use ordinances, and historic preservation ordinances, whether federal, state or local, now in force or which hereafter may be promulgated. Work within the public right-of-way shall be performed pursuant to plans approved by the city, must follow the city’s engineering requirements (see Appendix A), and must meet the most current engineering specifications available on the City of Southfield Engineering Department’s webpage. Before any work is commenced, the permit owner shall secure all necessary permits, licenses and approvals from the city or other governmental entity as may be required.
- (4) **Insurance Requirements:** In the case that insurance requirements have not otherwise been provided, a permit owner shall obtain and provide record of insurance as listed in the Attachments subsection of Section 3 (see Appendix B) of the application submittal form.
- (5) **Nonexclusive:** The rights granted by this permit are nonexclusive. The city reserves the right to approve, at any time, additional permits for access to and ongoing usage of the city right-of-way and to enter into agreements for use of the city right-of-way with and grant franchises for use of the city right-of-way to other entities.
- (6) **Notice of Work:** An engineering department designee, and property owners in any affected area, must have at least forty-eight (48) hours written notice prior to commencement of non-emergency construction activity. The permit owner, or designated entity, shall provide a twenty-four (24) hour emergency telephone number at which a named representative of the applicable entity can be contacted in the event of an emergency (see Appendix B).

Furthermore, a list of all contractors working within the permitted area with names and telephone numbers must be made available (see Appendix B). Unless an emergency that is beyond the reasonable control of the permit owner and/or city occurs, if a permit owner or designated entity does not comply with notification requirements, the city maintains the right to stop work and enforce improper notice of construction fees. If such a circumstance occurs, all other applications and/or permits an entity has with the city may be subject to account ineligibility until associated fees are paid in full.

- (7) **Restoration of Property:** The permit owner shall (subject to seasonal work restrictions) restore, at the permit owner's sole expense, in a manner approved by the city, any portion of the city right-of-way that is in any way disturbed, damaged, or injured by construction or work performed to a reasonably equivalent condition as that which existed prior to the disturbance. In the event that the permit owner, its contractors, or subcontractors fail to make such repair within a reasonable time, as determined by an engineering department designee, the city may make the repair and the permit owner shall be liable for costs incurred for such repair. In any case where bonds and fees submitted to the city corresponding to a permit's fee schedule do not cover all costs and expenses incurred by the city for the related work, the permit owner shall be liable for the deficit. All other application and/or permits an entity has with the city may be subject to account ineligibility and/or corresponding bond forfeitures until the associated expenses are paid in full.
- (8) **Review and Modification of Fees:** The city engineer may identify and impose additional permit fees that are deemed situationally relevant to a given permit, multiple permits, or any given fee schedule item upon written approval of the city administrator. Upon approval by the permit owner, and on a case by case basis, the city engineer reserves the right to modify fee schedule items to better reflect the circumstances of a given permit.
- (9) **Review of Permit Application Procedures and Guidelines:** The permit application procedures and guidelines can be reviewed, evaluated, and updated by the city council at any time to ensure relevance and structural soundness.
- (10) **Tree Trimming:** Except in emergencies, all trimming or cutting of trees shall have the advance approval of an engineering department designee. Trimming, cutting and disposal of trees and other vegetation must comply with any Southfield City Code ordinances.
- (11) **Updated Documentation:** Updated route maps shall be submitted every 6 months, or within a given time frame that has been mutually agreed upon by the city engineer and the permit owner. Submittals shall include a PDF and either a shape file or geodatabase file.

Bond Requirements and Fee Schedule

Bond Requirements (applicable to all permits):

- Minimum Bond Amount: \$2,500.00 (for Underground and/or Aerial Installation); and
- \$3 per foot rounded up to the nearest five hundred (for Underground Installation); and/or
- \$2 per foot rounded up to the nearest five hundred (for Aerial Installation); and
- Street pavement cut (\$10,000 per cut or \$20,000 maximum)

Standard Work Fees Schedule (must be indicated on permit application):

- Application fee - \$300.00 (for Metro Act Permits, this application fee does not apply)
- Electronic documentation and records fee - \$15.00
- First plan review included in application fee. Additional reviews – \$100 per review
- First inspection included in application fee. Additional inspections (requested and/or required):
 - Second – additional \$75
 - Third – additional \$150
 - After – additional \$300 per inspection

Priority Work Fee Schedule (must be indicated on permit application):

- Application fee - \$450.00
- Electronic documentation and records fee - \$30.00
- First plan review included in application fee. Additional reviews – \$100 per review
- First inspection included in application fee. Additional inspections (requested and/or required):
 - Second – additional \$75
 - Third – additional \$150
 - After – additional \$300 per inspection

Emergency Work Fee Schedule (must be indicated on permit application):

- Application fee - \$600.00
- Electronic documentation and records fee - \$45.00
- First plan review included in application fee. Additional reviews – \$100 per review
- First inspection included in application fee. Additional inspections (requested and/or required):
 - Second – additional \$75
 - Third – additional \$150
 - After – additional \$300 per inspection

Miscellaneous Fees (applicable to all permits):

- Forfeiture Fees – bond balances forfeited per processes identified within this permit application
- Request for electronic copy of records - \$20.00
- Request for paper copy of records (pick-up) - \$25.00
- Request for paper copy of records (by mail) - \$30.00 + shipping and handling fees
- Records change request - \$15.00
- Missing permit on site - \$100.00 per violation
- Permit extension request - \$50.00 per request
- Modified scope of work request - \$50.00 per request
- Close permit request - \$50.00 per request
- Improper notice of construction - \$150.00
- Improper construction work (per scope of work) – 25% of bond

Bond Submission and Refund/Forfeiture Process

Bonds for a permit can be paid by cash, check, or credit card. Bonds can be sent in with an application submittal form or at any time after a permit application is submitted. However, all permit fees and required bonds must be paid before a permit can be issued.

Upon accepting a permit from an engineering department designee, the permit owner and/or designated entity acknowledges the City of Southfield's right to forfeit funds from a bond if standards outlined in the permit application procedures and guidelines are not sufficiently met. Any outstanding fees or listed forfeiture amounts that exist at the time of a permits' closure, expiration, or cancelation may be directly withheld from the respective bond(s).

Bond refunds will only be returned to the bond holder, as listed in the Bond Holder subsection in Section 1 of the bond holder information submittal form (see Appendix E) and as indicated on the Utility Bond Receipt (see Appendix D). Bond holder information should match the information provided on the method of payment; if it does not, and it is requested to have a bond refunded to an entity or an address other than the information listed on the method of payment, a Bond Refund Authorization Letter must be submitted (see Appendix L for guidance). Such request may be subject to applicable submittal forms and/or permit fees.

A permit's respective bond will be considered for forfeiture after one or more of the following have occurred: (1) the permit has expired; (2) the permit owner, or a designated entity, has not formally submitted material to request a permit's renewal and/or extension; (3) an engineering department designee has denied any pending renewal and/or extension requests due to the entity's account eligibility; and/or (4) the permit owner, or a designated entity, has not completed the work detailed in the corresponding permit as deemed sufficient by an engineering department designee. An engineering department designee will notify the permit owner and respective bond holder(s) of the permits' status. Upon such notification, the permit owner and/or bond holder(s) will have sixty (60) business days to provide the city with necessary documentation or correspondence to forego forfeitures. After sixty (60) business days, the city will record the bond(s) as forfeited and any corresponding permits will be closed. Where applicable, a modified scope of work request, inspection request, permit closure request, or extension request may be examples of actions within this sixty (60) business days that can maintain account eligibility.

Permit Application Fee and Bond Payment Method

For permits in which the permit owner and bond holder is the same entity, application fees and bonds must be separate methods of payment. For example, if paying with a check, two separate checks should be submitted; one for application fees, and one for bond requirements.

Permit Expiration and Close Permit Request

In the event that a permit has expired and an inspection has not yet been requested nor does the project require an extension of time for work to be completed, a close permit request form should be submitted along with any other required information. A close permit request fee may apply.

APPENDIX A – City of Southfield Engineering Specifications

1. Where open cut excavation is under or within three (3) feet of existing and/or proposed sidewalks, driveways or pavement, the trench shall be backfilled with porous material compacted in layers to maximum density. Backfilling shall commence as soon as the utility has been installed and under no circumstances shall an excavation remain open overnight without proper barricades.
2. Where trenches cross asphalt or concrete driveways or pavement, when removing asphalt or concrete, a saw shall be used and a minimum of ¾" saw cut shall be made on each side of the part to be removed. Only full-slab removal and replacement of concrete will be allowed. Replace all pavement in like pavement.
3. All areas outside of the shoulder or in the greenbelt area between the curb and the sidewalk that is disturbed by the construction, shall be restored by fine grading with topsoil and sod in accordance with Michigan Department of Transportation 2012 Standard Specifications for Construction in Sections 815, 816, and 917 unless otherwise noted on the approved plans or agreed upon with the City to use seed, fertilizer and mulch in accordance with Michigan Department of Transportation 2012 Specifications for Construction.
4. Shoulder areas shall be restored with compacted 23A aggregate in accordance with Michigan Department of Transportation 2012 Standard Specifications for Construction in Section 307.
5. Ditches destroyed by construction shall be restored to standard cross-section and grade. All ditches shall be maintained and kept reasonably free from debris and sediment until final acceptance by the governing agency.
6. Restoration, including disturbed areas, ditches, shoulders and pavement replacement shall follow construction as closely as practicable to minimize soil erosion and sedimentation of the ditches. If weather conditions prevent the restoration of the disturbed paved areas for an extended period of time, then cold patch shall be used until permanent pavement repairs occur.
7. Where underground work or proposed utilities encroach under the branch spread of trees or shrubs, proposed structures or conduit shall be relocated outside of the tree or shrub dripline or the utilities shall be installed by boring the distance of the branch spread.
8. Trees or shrubs to be transplanted shall be transplanted by tree spade only and in accordance with the City of Southfield Transplant & Follow-up Care Standards. All damaged trees or shrubs shall be replaced or restored by a licensed professional Arborist in accordance with the City of Southfield Standards and as directed by the City Forester.
9. All work in Rights-of-Ways, or in the traveled road way, which may disturb the normal flow of vehicular or pedestrian traffic shall comply with Michigan Manual of Uniform Traffic Control Devices, as shown on plans, or as directed by the City.
10. A permittee shall subscribe to and be a member of "MISS DIG", the association of underground utilities, and shall conduct its business in conformance with the statutory provisions and regulations promulgated there under.
11. All vehicles and equipment utilized by the permittee's contractor or subcontractors for installation, maintenance or service of its system shall be identified by an appropriate name, or logo, and all field employees of permittee, or permittee's contractor or subcontractors, shall possess and display proper identification upon request of any resident or City employee.
12. All construction shall be in accordance with Title V - Chapter 49 (Ordinance No. 1564), Soil Erosion and Sediment Control. Contractor shall correct any violation at the direction of the City.

City of Southfield, MI --- UTILITY PERMIT APPLICATION FORM (Page 1 of 2)

Section 1 of 3 - General Information ⁽⁺⁾				
APPLICANT ⁽¹⁾			Date Submitted (mm/dd/yyyy):*	
Company Name:				
Company Address:				
City:		State (XX):		Zip Code:
Primary Contact (Name, Title):				
Phone:		Email:		
Emergency Contact (Name, Title):				
Phone:		Email:		
UTILITY COMPANY (Permit Owner) ^{*(1,2)}			Same as Applicant? ^{*(1)} :	
			<input type="radio"/> YES <input type="radio"/> NO	
Company Name:				
Company Address:				
City:		State (XX):		Zip Code:
Primary Contact (Name, Title):				
Phone:		Email:		
Emergency Contact (Name, Title):				
Phone:		Email:		

Section 2 of 3 - Description of Work ^{*(+)}	
PROJECT DETAILS	
List all streets where facilities will be used or will be located. Describe the location of the facilities in all sections of the streets, including which side of the street (N, E, S, or W) and whether aerial or underground work will be performed. Attach a map and any other documentation describing proposed work including additional pages if necessary.	
<input type="checkbox"/>	Underground Installation (Linear Feet):
<input type="checkbox"/>	(and/or) Aerial Installation (Linear Feet):
UTILITY PERMIT TYPE AND ASSOCIATED FEES ⁽³⁾	
Utility Permit Type:	<input type="radio"/> Standard <input type="radio"/> Priority <input type="radio"/> Emergency
Application Fee (\$):	Included: <input type="radio"/> YES <input type="radio"/> NO Payment Type:
Bond Submission (\$):	Included: <input type="radio"/> YES <input type="radio"/> NO Payment Type:
Related Notes:	

ENGINEERING DEPARTMENT USE ONLY	
Utility:	
Permit Number:	
Bond Number:	
Note:	

City of Southfield, MI --- UTILITY PERMIT APPLICATION FORM (Page 2 of 2)

Section 3 of 3 -Additional Application Material*⁽⁺⁾	
ATTACHMENTS	
Please check all items that have been included as part of this permit application ⁽⁴⁾ :	
<input type="checkbox"/>	(A) If a designated entity is applying on behalf of the permit owner, please include documentation from the permit owner authorizing such action.
<input type="checkbox"/>	(B) If work for this permit application is covered under the Metropolitan Extension Telecommunications Rights-of-Way Oversight Act, please include the existing agreement, or reference of this agreement.
<input type="checkbox"/>	(C) Attach engineering plans showing the location and detailed drawings, plans, and specifications of proposed work in the right-of-way in relation to the project details subsection of description of work and in accordance with the city's engineering requirements.
<input type="checkbox"/>	(D) Please provide a list of all anticipated contractors and subcontractors involved in the work proposed within this permit application.
<input type="checkbox"/>	(E) Please provide all applicable insurance documentation, pursuant to this permit application and the Southfield City Code.
<input type="checkbox"/>	(F) If a bond deposit should be refunded to a different entity or address than is identified on the bond payment, authorization from the paying entity must be submitted. A record change request fee will apply.
CERTIFICATION	
The below signer has the express permission of the permit owner to apply for a permit granted by the city for the work proposed within this application and verifies that statements made in this application and attached material are true and correct to the best of their knowledge. By signing and submitting this application, the permit owner agrees to the terms and conditions contained therein.	
Signature: _____ Name: _____ Date: _____	

REFERENCES
<p>(*): Required fields. If a section heading is marked as required, all subsection fields are required.</p> <p>(+): If a field does not have sufficient space to properly communicate listed requirements, please include an attachment with the necessary information. Attachments should clearly indicate the section of the submittal form (for example: Section 1 of 3 - General Information), the page number of the section (for example: Page 1 of 2), the sub-section of the section (for example: Utility Company (Permit Owner)), and the name of the field (for example: Company Address) for which the information is being provided.</p> <p>(1): If a designated entity is applying for work being proposed on behalf of a permit owner, please fill out both sections. If an entity is applying for work that they will be directly responsible for, please mark "YES" for "Same as Applicant" and fill out "Utility Company (Permit Owner)" section.</p> <p>(2): For any work in the city right-of-way that is covered under the Metropolitan Extension Telecommunications Rights-of-Way Oversight Act, this information should be filled out for the entity that ultimately holds such an agreement with the city. Please attach any information of entities, other than the permit owner, performing work in the right-of-way in relation to this submittal form as outlined in Section 3 - Additional Application Material.</p> <p>(3): Please see the permit application procedures and guidelines for permit types and their corresponding fees.</p> <p>(4): If an attachment is not required due to any conditions within the permit application procedures and guidelines, please state the purposeful omission of an attachment, referencing the corresponding attachment letter (for example: Attachment A).</p>

ENGINEERING DEPARTMENT USE ONLY	
Utility:	
Permit Number:	
Bond Number:	
Note:	

APPENDIX C – Utility Permit Outline with Descriptions



Engineering Department

26000 Evergreen Road Southfield, Michigan 48076 (248)796-4810

Utility Permit

1

Issued: **2**

Expires: **3**

Permit Status: **4**

48 HOUR NOTIFICATION CONTACT: All work in City right-of-way requires 48 hour notification given to the City of Southfield.

Cory Rowton
 Office: (248)796-4832 Cell: (248)701-2305
 E-mail: crowton@cityofsouthfield.com

Applicant	Permit Owner
5	6

Work Description: **7**

Stipulations: **8**

Permit Details:
 This permit is granted subject to the conditions stated by the City of Southfield's Engineering Department.

If construction has not begun by the expiration date listed above, the permit shall be void.
 Checks may be electronically debited from your account. A \$35.00 fee will be invoiced for any returned checks.

Permit Item	Work Type	Fee Basis	Item Total
9			

- 1** – Permit Number
- 2** – Date that permit is issued by Engineering
- 3** – Date that permit expires (1 year after issuance)
- 4** – Status of permit (Issued, Canceled, Ready to Issue, Hold, etc.)
- 5** – Information of applicant (Contact, address, phone, email)
- 6** – Information of permit owner (Contact, address, phone, email)
- 7** – Description of work approved
- 8** – Specific requirements to be met in order to have work approved
- 9** – List of associated fees for permit
- 10** – Total fees, amount paid, and total amount due on account

Fee Total: **10**

Amount Paid:

Balance Due:

APPENDIX D – Bond Receipt Outline with Descriptions



Engineering Department

26000 Evergreen Road Southfield, Michigan 48076 (248)796-4810

Utility Bond Receipt

1

EXPIRATION DATE: **2**

BOND STATUS: **3**

48 HOUR NOTIFICATION CONTACT: All work in City right-of-way requires 48 hour notification given to the City of Southfield.

Cory Rowton
Office: (248)796-4832 Cell: (248)701-2305
E-mail: crowton@cityofsouthfield.com

Bond Holder	
Name	4
Address Street	
Address City	
Contact Phone:	
Contact E-mail	

Comments: **5**

Bond Details

This bond receipt is granted subject to the conditions stated by the City of Southfield Engineering Department.

Bond Item	Item Total
Bond deposit for Utility Permit 6	7

- 1 – Bond Number
- 2 – Date that bond expires (1 year after issuance)
- 3 – Status of bond (Due, Held, etc.)
- 4 – Information of bond holder (Contact, address, phone, email)
- 5 – Any comments regarding bond
- 6 – Respective Utility Permit Number for bond
- 7 – Bond amount

APPENDIX E – Bond Holder Information Submittal Form Outline

City of Southfield, MI --- BOND HOLDER INFORMATION FORM

Section 1 of 2 - General Information*				
BOND HOLDER ⁽¹⁾			Date Submitted (mm/dd/yyyy):	
Company Name:				
Company Address:				
City:	State (XX):	Zip Code:		
Primary Contact (Name, Title):				
Phone:	Email:			
Emergency Contact (Name, Title):				
Phone:	Email:			
UTILITY COMPANY (Permit Owner)* ⁽¹⁾			Same as Bond Holder? ⁽¹⁾ : <input type="radio"/> YES <input type="radio"/> NO	
Company Name:				
Company Address:				
City:	State (XX):	Zip Code:		
Primary Contact (Name, Title):				
Phone:	Email:			
Emergency Contact (Name, Title):				
Phone:	Email:			

Section 2 of 2 - Reference Information*		
UTILITY PERMIT AND ASSOCIATED BOND REQUIREMENTS ⁽²⁾		
Utility Permit Number:	or Bond Number:	
Bond Submission (\$):	Included: <input type="radio"/> YES <input type="radio"/> NO	Payment Type:
ATTACHMENT ⁽¹⁾		
<input type="checkbox"/>	Bond Refund Authorization Letter (If applicable)	

REFERENCES
<p>(*): Required fields. If a section heading is marked as required, all subsection fields are required.</p> <p>(1): Bonds will only be refunded to the entity and address as listed under Bond Holder on this form for the respective permit. If the bond holder is an entity other than the permit owner, please fill out both "Bond Holder" and "Utility Company" sections. If a utility company will be submitting a bond for their own work, please mark "YES" for "Same as Bond Holder" and fill out the "Utility Company (Permit Owner)" section only. Bond holder information listed should match the information provided on the method of payment; if it does not, and the entity would like to have a bond refunded to an entity or an address other than the information listed on the method of payment, a Bond Refund Authorization Letter must be submitted along with this form.</p> <p>(2): In accordance with the permit application procedures and guidelines, the City of Southfield maintains the right to forfeit funds from a bond if standards outlined in the permit application procedures and guidelines are not sufficiently met. Outstanding fees or listed forfeiture amounts that exist at the time of a permits' closure, expiration, or cancellation may be directly withheld from the respective bond(s).</p>

ENGINEERING DEPARTMENT USE ONLY	
Utility:	
Permit Number:	
Bond Number:	
Note:	

APPENDIX F – Modified Scope of Work Request Form Outline

City of Southfield, MI --- MODIFIED SCOPE OF WORK FORM

Section 1 of 3 - General Information ^{*(+)}				
REQUESTING MODIFICATION			Date Submitted (mm/dd/yyyy):	
Company Name:				
Company Address:				
City:		State (XX):		Zip Code:
Primary Contact (Name, Title):				
Phone:		Email:		

Section 2 of 3 - Reference Information ^{*(+,1)}		
Permit Number:	or Bond Number:	
Modification Fee (\$):	Included: <input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> N/A	
Payment Type ⁽²⁾ :	<input type="radio"/> Forfeit from Bond <input type="radio"/> Check <input type="radio"/> Other (Please Specify):	
Briefly describe why this request for a modified scope of work is required:		

Section 3 of 3 -Additional Material ⁽⁺⁾	
ATTACHMENTS	
Please check all items that have been included as part of this permit application:	
<input type="checkbox"/>	(A) If a designated entity is requesting a modified scope of work on behalf of the permit owner, please include documentation from the permit owner authorizing such action.
<input type="checkbox"/>	(B) Please attach plan review material to be revised and approved. *

REFERENCES
<p>(*): Required fields. If a section heading is marked as required, all subsection fields are required.</p> <p>(+): If a field does not have sufficient space to list requirements, please include an attachment with the necessary information. Attachments should clearly indicate the name of the field for which the information is being provided.</p> <p>(1): Please see the permit application procedures and guidelines for modified scope of work fees.</p> <p>(2): If an entity other than the bond holder is submitting this request form and requesting that a fee be forfeited from an existing bond, documentation must be attached demonstrating that the bond holder has agreed to such action.</p>

ENGINEERING DEPARTMENT USE ONLY	
Notes:	

APPENDIX G – Records Change Request Form Outline

City of Southfield, MI --- RECORDS CHANGE REQUEST FORM

Section 1 of 3 - General Information ^{*(+)}				
REQUESTING RECORDS CHANGE			Date Submitted (mm/dd/yyyy):	
Company Name:				
Company Address:				
City:		State (XX):		Zip Code:
Primary Contact (Name, Title):				
Phone:		Email:		

Section 2 of 3 - Reference Information ^{*(+,1)}		
Permit Number:	or Bond Number:	
Other Identifier:		
Record Change Fee (\$):	Included: <input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> N/A	
Payment Type ⁽²⁾ :	<input type="radio"/> Forfeit from Bond <input type="radio"/> Check <input type="radio"/> Other (Please Specify):	
Please specify records that are being requested to change and why they need to be changed:		

Section 3 of 3 -Additional Material ⁽⁺⁾	
ATTACHMENTS	
Please check all items that have been included as part of this permit application:	
<input type="checkbox"/>	(A) If a designated entity is requesting records on behalf of the permit owner or for their own reference, please include documentation from the permit owner authorizing such action.

REFERENCES
<p>(*): Required fields. If a section heading is marked as required, all subsection fields are required.</p> <p>(+): If a field does not have sufficient space to list requirements, please include an attachment with the necessary information. Attachments should clearly indicate the name of the field for which the information is being provided.</p> <p>(1): Please see the permit application procedures and guidelines for records change request fees.</p> <p>(2): If an entity other than the bond holder is submitting this request form and requesting that a fee be forfeited from an existing bond, documentation must be attached demonstrating that the bond holder has agreed to such action.</p>

ENGINEERING DEPARTMENT USE ONLY	
Notes:	

APPENDIX H – Records Request Form Outline

City of Southfield, MI --- RECORDS REQUEST FORM

Section 1 of 3 - General Information ^{*(+)}				
REQUESTING RECORDS			Date Submitted (mm/dd/yyyy):	
Company Name:				
Company Address:				
City:		State (XX):		Zip Code:
Primary Contact (Name, Title):				
Phone:		Email:		

Section 2 of 3 - Reference Information ^{*(+,1)}		
Permit Number:	or Bond Number:	
Record Request Fee (\$):	Included: <input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> N/A	
Payment Type ⁽²⁾ :	<input type="radio"/> Forfeit from Bond <input type="radio"/> Check <input type="radio"/> Other (Please Specify):	
Please specify records that are being requested:		

Section 3 of 3 - Additional Material ⁽⁺⁾	
ATTACHMENTS	
Please check all items that have been included as part of this permit application:	
<input type="checkbox"/>	(A) If a designated entity is requesting records on behalf of the permit owner or for their own reference, please include documentation from the permit owner authorizing such action.

REFERENCES
<p>(*): Required fields. If a section heading is marked as required, all subsection fields are required.</p> <p>(+): If a field does not have sufficient space to list requirements, please include an attachment with the necessary information. Attachments should clearly indicate the name of the field for which the information is being provided.</p> <p>(1): Please see the permit application procedures and guidelines for request for records fees.</p> <p>(2): If an entity other than the bond holder is submitting this request form and requesting that a fee be forfeited from an existing bond, documentation must be attached demonstrating that the bond holder has agreed to such action.</p>

ENGINEERING DEPARTMENT USE ONLY	
Notes:	

APPENDIX I – Inspection Request Form Outline

City of Southfield, MI --- INSPECTION REQUEST FORM

Section 1 of 2 - General Information ^{*(+)}				
REQUESTING INSPECTION			Date Submitted (mm/dd/yyyy):	
Company Name:				
Company Address:				
City:		State (XX):		Zip Code:
Primary Contact (Name, Title):				
Phone:		Email:		

Section 2 of 2 - Reference Information ^{*(+,1,2)}				
Permit Number:	or Bond Number:			
Inspection Number:	<input type="radio"/> First	<input type="radio"/> Second	<input type="radio"/> Third	<input type="radio"/> Fourth (or more)
Inspection Fee (\$):	Included: <input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> N/A (First Inspection or Other)			
Payment Type ^(2,3) :	<input type="radio"/> Forfeit from Bond	<input type="radio"/> Check	<input type="radio"/> Other (Please Specify):	
Notes for Inspector:				

REFERENCES
<p>(*): Required fields. If a section heading is marked as required, all subsection fields are required.</p> <p>(+): If a field does not have sufficient space to list requirements, please include an attachment with the necessary information. Attachments should clearly indicate the name of the field for which the information is being provided.</p> <p>(1): An inspection request form is required for each individual permit.</p> <p>(2): Please see the permit application procedures and guidelines for inspection types and fees. PLEASE NOTE: The first inspection is included within the cost of the permit application fee. Fees will only apply to inspections that are required after an initial inspection has been completed. If a fee is applicable, before an inspection request will be processed a payment must either be received or authorization must be submitted to forfeit fees from a respective bond.</p> <p>(3): If an entity other than the bond holder is submitting this request form and requesting that a fee be forfeited from an existing bond, documentation must be attached demonstrating that the bond holder has agreed to such action.</p>

ENGINEERING DEPARTMENT USE ONLY	
Notes:	

APPENDIX J – Permit Extension Request Form Outline

City of Southfield, MI --- PERMIT EXTENSION REQUEST FORM (Page 1 of 2)

Section 1 of 3 - General Information ⁽⁺⁾				
REQUESTING EXTENSION ⁽¹⁾			Date Submitted (mm/dd/yyyy):*	
Company Name:				
Company Address:				
City:		State (XX):		Zip Code:
Primary Contact (Name, Title):				
Phone:		Email:		
Emergency Contact (Name, Title):				
Phone:		Email:		
UTILITY COMPANY (Permit Owner) ^{*(1,2)}			Same as Requesting Extension? ^{*(1)}	
<input type="radio"/> YES <input type="radio"/> NO				
Company Name:				
Company Address:				
City:		State (XX):		Zip Code:
Primary Contact (Name, Title):				
Phone:		Email:		
Emergency Contact (Name, Title):				
Phone:		Email:		

Section 2 of 3 - Reference Information ^{*(+)}				
PROJECT DETAILS ^(3,4)				
Permit Number:		Bond Number:		
Extension Number:	<input type="radio"/> First <input type="radio"/> Second <input type="radio"/> Other (please specify in Notes section below)			
Permit Extension Fee (\$):	Included: <input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> N/A			
Payment Type ⁽⁵⁾ :	<input type="radio"/> Forfeit from Bond <input type="radio"/> Check <input type="radio"/> Other (Please Specify):			
Notes:				
ADDITIONAL DETAILS				
Please briefly describe why this permit extension is being requested:				

ENGINEERING DEPARTMENT USE ONLY	
Notes:	

APPENDIX J – Permit Extension Request Form Outline

City of Southfield, MI --- PERMIT EXTENSION REQUEST FORM (Page 2 of 2)

Section 3 of 3 -Additional Material*⁽⁺⁾	
ATTACHMENTS	
Please check all items that have been included as part of this permit application ⁽⁶⁾ :	
<input type="checkbox"/>	(A) Please provide a list of all contractors and/or subcontractors involved in the work requested for an extension. Information requested in Section 1 of 3 (General Information) should be provided for each
<input type="checkbox"/>	(B) If a designated entity is requesting a permit extension on behalf of the permit owner, please include documentation from the permit owner authorizing such action.
<input type="checkbox"/>	(C) If fees are being submitted associated with a permit's status or a request for an extension, please provide a depiction of these fees.
CERTIFICATION	
The below signer has the express permission of the permit owner to request an extension for work related to the Permit and corresponding Bond identified in Section 2 of 3 (Reference Information) and verifies that statements made in this request form and attached material are true and correct to the best of their knowledge.	
Signature: _____ Name: _____ Date: _____	

REFERENCES
<p>(*): Required fields. If a section heading is marked as required, all subsection fields are required.</p> <p>(+): If a field does not have sufficient space to list requirements, please include an attachment with the necessary information. Attachments should clearly indicate the name of the field for which the information is being provided.</p> <p>(1): If a designated entity is requesting an extension on behalf of the permit owner, please fill out both sections. If a permit owner is applying for an extension regarding work they are completing, please mark "YES" for "Same as Requesting Extension" and fill out "Utility Company (Permit Owner)" section.</p> <p>(2): For any work in the city right-of-way that is covered under the Metropolitan Extension Telecommunications Rights-of-Way Oversight Act, this information should be filled out for the entity that ultimately holds such an agreement with the city.</p> <p>(3): An extension request form is required for each individual permit. Unless specifically authorized by the City Engineer, no more than 2 extension requests will be approved for a given permit.</p> <p>(4): Please see the permit application procedures and guidelines for extension request fees. PLEASE NOTE: If a Utility Company (Permit Owner) is exempt from these fees, please attach documentation explaining the exemption with any relevant references cited.</p> <p>(5): If an entity other than the bond holder is submitting this request form and requesting that a fee be forfeited from an existing bond, documentation must be attached demonstrating that the bond holder has agreed to such action.</p> <p>(6): If an attachment is not required due to any conditions within the permit application procedures and guidelines or this request form, please state the purposeful omission of an attachment, referencing the corresponding attachment letter (for example: Attachment A).</p>

ENGINEERING DEPARTMENT USE ONLY	
Notes:	

APPENDIX K – Close Permit Request Form Outline

City of Southfield, MI --- CLOSE PERMIT REQUEST FORM (Page 1 of 2)

Section 1 of 3 - General Information ⁽⁺⁾				
REQUESTING CLOSURE ⁽¹⁾			Date Submitted (mm/dd/yyyy):*	
Company Name:				
Company Address:				
City:		State (XX):		Zip Code:
Primary Contact (Name, Title):				
Phone:		Email:		
Emergency Contact (Name, Title):				
Phone:		Email:		
UTILITY COMPANY (Permit Owner) ^{*(1,2)}			Same as Requesting Closure? ^{*(1)} : <input type="radio"/> YES <input type="radio"/> NO	
Company Name:				
Company Address:				
City:		State (XX):		Zip Code:
Primary Contact (Name, Title):				
Phone:		Email:		
Emergency Contact (Name, Title):				
Phone:		Email:		

Section 2 of 3 - Reference Information ^{*(+)}				
PROJECT DETAILS ^(3,4)				
Permit Number:		Bond Number:		
Close Permit Fee (\$):		Included:	<input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> N/A	
Payment Type ⁽⁵⁾ :	<input type="radio"/> Forfeit from Bond <input type="radio"/> Check <input type="radio"/> Other (Please Specify):			
Notes:				
ADDITIONAL DETAILS				
Please briefly describe why this permit is being closed:				

ENGINEERING DEPARTMENT USE ONLY	
Notes:	

APPENDIX K – Close Permit Request Form Outline

City of Southfield, MI --- CLOSE PERMIT REQUEST FORM (Page 2 of 2)

Section 3 of 3 -Additional Material* ⁽⁺⁾	
ATTACHMENTS	
Please check all items that have been included as part of this permit application ⁽⁶⁾ :	
<input type="checkbox"/>	(A) If a designated entity is requesting a close permit request on behalf of the permit owner, please include documentation from the permit owner authorizing such action.
<input type="checkbox"/>	(B) If fees are being submitted associated with a permit's status or a request for an extension, please provide a description of these fees. PLEASE NOTE: Outstanding fees on a permit that are not paid before a bond refund has been requested will be withdrawn from the respective bond refund.
CERTIFICATION	
The below signer has the express permission of the permit owner to request that the Permit and corresponding Bond identified in Section 2 of 3 (Reference Information) be closed and verifies that statements made in this request form and attached material are true and correct to the best of their knowledge.	
Signature: _____ Name: _____ Date: _____	

REFERENCES
<p>(*) Required fields. If a section heading is marked as required, all subsection fields are required.</p> <p>(+): If a field does not have sufficient space to list requirements, please include an attachment with the necessary information. Attachments should clearly indicate the name of the field for which the information is being provided.</p> <p>(1): If a designated entity is requesting a permit to be closed on behalf of the permit owner, please fill out both sections. If a permit owner is directly requesting that a permit be closed, please mark "YES" for "Same as Requesting Closure" and fill out "Utility Company (Permit Owner)" section.</p> <p>(2): For any work in the city right-of-way that is covered under the Metropolitan Extension Telecommunications Rights-of-Way Oversight Act, this information should be filled out for the entity that ultimately holds such an agreement with the city.</p> <p>(3): A close permit request form is required for each individual permit.</p> <p>(4): Please see the permit application procedures and guidelines for close permit request fees. PLEASE NOTE: If a Utility Company (Permit Owner) is exempt from these fees, please attach documentation explaining the exemption with any relevant references cited.</p> <p>(5): If an entity other than the bond holder is submitting this request form and requesting that a fee be forfeited from an existing bond, documentation must be attached demonstrating that the bond holder has agreed to such action.</p> <p>(6): If an attachment is not required due to any conditions within the permit application procedures and guidelines or this request form, please state the purposeful omission of an attachment, referencing the corresponding attachment letter (for example: Attachment A).</p>

ENGINEERING DEPARTMENT USE ONLY	
Notes:	

APPENDIX L – Bond Refund Authorization Guidance

PLEASE NOTE: Unless specifically noted through documentation agreed upon by the City of Southfield Engineering Department and the respective entity, documentation requesting the authorization of bond deposit refunds to be held, transferred, or returned to: (1) an entity other than that which has submitted a bond deposit; (2) an address other than that which is listed on the payment of the bond deposit; (3) or an individual that has been given authorization by such submitted letter, shall be submitted with each permit application as an attachment or submitted to be referenced to a given permit.

Please provide the following information on letter head as a PDF addressed to:

City of Southfield
Attn: Engineering Department

- 1) Specify the requested action. This should include why the request is being submitted, along with the information that is relevant to the request. Some examples may include:

If an entity is requesting that the City of Southfield Engineering Department allow an individual to pick up a bond refund on their behalf, please provide this individual's name, contact information (phone and email), local branch/office address, and any other pertinent information.

If an entity is requesting that the City of Southfield Engineering Department return a bond to a different entity, or a different address (branch/local office/division, etc.), other than that which is listed on the submitted bond deposit, please provide the respective information of the entity to which the bond refund should be returned. This should include the entity's name, full address, a primary contact with corresponding information (name, title, phone, e-mail), and any other pertinent information.

- 2) Indicate whom is giving this authorization and provide their respective information (name, title, phone, e-mail, branch/local office address).

APPENDIX M – Utility Incident Report Outline

City of Southfield, MI --- UTILITY INCIDENT REPORT

ASSOCIATED ENTITIES				
Company Name, Address:				
City:		State (XX):		Zip Code:
Primary Contact (Name, Title):				
Phone:		Email:		
Company Name, Address:				
City:		State (XX):		Zip Code:
Primary Contact (Name, Title):				
Phone:		Email:		
Company Name, Address:				
City:		State (XX):		Zip Code:
Primary Contact (Name, Title):				
Phone:		Email:		

DESCRIPTION OF INCIDENT	
Date of Incident (mm/dd/yyyy):	Time of Incident (hh:mm, a/p):

APPLICABLE FEES TO BE FILED	
Missing Permit on Site (\$100.00): <input type="radio"/>	Improper Notice of Construction (\$150.00): <input type="radio"/>
Improper Construction Work (25% of Bond - \$625 Minimum): <input type="radio"/> _____	
PERMIT INFORMATION TO BE FILED	
Utility Permit Type: <input type="radio"/> Standard <input type="radio"/> Priority <input type="radio"/> Emergency	
Application Fee (\$):	Applicable Fees From Above (\$):
TOTAL FEES DUE UPON APPLICATION:	
TOTAL BOND REQUIREMENT UPON APPLICATION:	

Inspector:	
Utility:	
Permit Number:	
Bond Number:	
Note:	