

## CONSTRUCTION PERMIT REQUIREMENTS

Any work to be done in the City right-of-way (ROW), in a utility easement, and certain work on private property, requires an Engineering Inspection Permit from the Department of Public Works.

### CONSTRUCTION PERMIT REQUIRES

Engineering Plan Review & Escrow
Permit Application & Fee
Cash Bond & Proof of Insurance
Inspection Escrow Deposit

### ENGINEERING PLAN REVIEW

The applicant shall provide three (3) signed and sealed sets of plans for the proposed project, along with an engineer's estimate of the construction cost. For the engineering plan review fee, and escrow amount of a minimum \$500 or 1.35%, whichever is greater, as established by the city engineer, based on the applicant's estimated cost of the project, including labor, materials and overhead.

### PERMIT APPLICATION

Must be completed and returned to the Department of Public Works by the party providing the Proof of Insurance. The party applying for the permit must bring the following information.

Complete Permit Application
Permit Fee in the amount of \$100

### CASH BOND AND PROOF OF INSURANCE

As a condition of obtaining a permit, a cash bond in and amount of at least \$5,000 for work in Local Road ROW  
\$10,000 for work in Major Road ROW  
or five percent, whichever is greater, as established by the city engineer, based on the applicant's estimated cost of the project, including labor, materials and overhead, which may be utilized to pay all valid claims for damages resulting from activity within the public right-of-way. Refer to Section 66-63 of the City of Clawson Code of Ordinances.

Proof of Insurance is required listing the City of Clawson as an additional insured party, for at least \$1,000,000 in liability coverage. Both the Cash Bond and the Certificate of Insurance must list the address at which the permit work will be performed.

### INSPECTION ESCROW DEPOSIT

The applicant shall deposit 6% of the construction cost estimate for the project to establish an escrow account to cover the cost of project inspection.

Minimum Deposit:	\$1,000.00
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Inspection time is charged as follows:

Straight Time	\$ 69.00 / hour
Overtime (time and 1/2)	\$103.50 / hour
Overtime (double time)	\$138.00 / hour

Any remaining escrow balance is returned after the project is finalized.

Any money owed is billed to the permit holder within \$500 of the deposit being depleted.

**PAVEMENT BREAKS**

For any breach of the paved public right-of-way, the City of Clawson requires that the applicant restore sidewalks, roads, and driveway approaches with temporary pavement and make payment to the City of Clawson to permanently restore the area during its annual patching program. Payment for this will be accomplished using funds deposited by the applicant with each construction permit. If the cost of restoration exceeds the funds collected, the additional funds to complete the work will be deducted from the applicant's bond deposit.

Fees shall be deposited based on the following:

4" Sidewalk	\$85.00 per Flag (5' x 5')
6" Sidewalk	\$100.00 per Flag (5' x 5')
Roadway	Standard 27' Width (estimated 10 foot wide trench)
	\$1,500.00 to center of road
	\$3,000.00 Full Width

**DEMOLITION**

During demolition, water services and sewer leads are required to be terminated at the main connection. This work shall be performed by the City of Clawson. Fees will be established based on review of the demolition plan. Fees related to this work shall be paid by the applicant.

**ENGINEERING PLAN PHASE - BRING**

- 1) Three (3) sets of Engineering Plans
- 2) Engineer's Construction Cost Estimate
- 3) Engineering Review Fee

**RIGHT OF WAY PERMIT PHASE - BRING**

- 1) Approved Engineering Plans
- 2) Permit Application & Fee
- 3) Cash Bond
- 4) Proof of Insurance
- 5) Check to cover inspection fees (escrow)
- 6) Check to cover pavement breaks
- 7) Soil Erosion Control Permit from Oakland County Drain, Soil Erosion & Sedimentation Control Division may be required. They can be reached at (248) 858-5389.

TO: Clawson Department of Public Works, 635 W. Elmwood

FOR INSPECTION:

Call the Department of Public Works at (248) 288-3222 (48-hour notice is required). Give address of the work, and the Permit Number when calling.

## DEPARTMENT OF PUBLIC WORKS & ENGINEERING PERMIT CONDITIONS AND SPECIFICATIONS

### CONDITIONS

The following conditions apply to permitted activities within City of Clawson Rights-of-Way, within utility easement(s), and on private property. The permitted activities are those described in the detailed work description included on the permit. The permittee has the obligation to operate, use and/or maintain the City facility and work area to the satisfaction of the City of Clawson Department of Public Works and Engineering until the permitted activity is complete.

All work will be carried out in the manner applied for and in accordance with plans, specifications, and statements filed with the City of Clawson as part of the permit application. If said permit is granted, the applicant agrees to do the following:

1. Give notice to the Department of Public Works and Engineering at (248-288-3222), at least one business day prior to commencement of operations covered by this permit.
2. In any and all operations under this permit, meet all requirements of the City of Clawson Standard Specifications and Supplemental Specifications as set forth below.
3. Take, provide, and maintain all necessary precautions to prevent injury or damage to persons and property from operation covered by this permit, and use safety devices which are MIOSAH and City of Clawson approved.
4. Save harmless the City of Clawson against any and all claims for damages arising from operations covered by this permit and furnish proof of insurance coverage for the term of this permit for a minimum of \$1 million personal injury and \$1 million property damage for operations covered by this permit.
5. Surrender the permit herein applied for, cease operations, and surrender all rights there under whenever notified to do so by the Superintendent of Public Works and Engineering, because of his/her need for the area covered by the permit, or because of a default in any of the conditions of the permit.
6. Immediately remove, alter or relocate, at applicant's own expense, the facility for which this permit is granted, if requested by the City of Clawson to do so. Upon failure to remove, alter, relocate or surrender the facility pursuant to the request of the City of Clawson, reimburse the City of Clawson for its cost in doing same.
7. File a cash construction bond in an amount to be determined by the Department of Public Works and Engineering, and conditioned upon, performance of the conditions of the permit and compliance with all requirements of law.
8. Additional conditions.

**SUPPLEMENTAL SPECIFICATIONS****1. PERMIT**

The person in charge of the work shall have the permit and the approved plans or sketches, in his possession on the job at all times.

**2. EXCAVATION AND DISPOSAL OF EXCAVATED MATERIAL**

The Department of Public Works and Engineering may specify if trenches or excavations under or adjacent to the road surface shall be sheeted, shored, and/or braced in such a manner as to prevent caving, loss, or settlement of foundation material supporting the pavement. This in no way relieves the contractor of responsibility for damages to persons or property caused by a failure to properly shore any trench.

Excavated material shall be stocked in such locations that it does not obstruct vision on the traveled portion of the street or highway and in such manner that it will interfere as little as possible with the flow of traffic. Sod and topsoil shall be stocked separately from other excavated material. The applicant shall dispose of all surplus and unsuitable material unless the permit provides for disposal at approved locations within the right-of-way. In the latter case, the material shall be leveled and trimmed in accordance with the approved project plans, or to the satisfaction of the Inspector.

**3. BACKFILLING AND COMPACTING BACKFILL**

All trenches, holes, and pits shall be filled with sand, placed in successive layers not more than 12 inches in depth, loose measure. Each layer shall be thoroughly compacted and all backfill subject to check by the Controlled Density Method. The Department of Public Works and Engineering will specify if compaction testing is required, and if so, the applicant will be responsible for the costs of that testing. Testing will be performed by the materials testing consultant under contract to the City of Clawson, at the time of the work.

Sand backfill material shall meet the gradation requirements of MDOT Class II Material.

Sod and topsoil shall be replaced in kind, and under the direction of the City of Clawson Inspector.

**4. CROSSING ROADBED BY TUNNELING**

When pipe is installed by tunneling, boring or jacking without cutting the existing pavement, the backfill shall be made by tamping a dry mix of lean concrete into place so as to completely fill any voids remaining around the installation. The concrete shall be composed of one part Portland cement and 10 parts of sand. Sand shall conform to the requirements given in Paragraph 3.

5. **CROSS BY CUTTING PAVEMENT AND TRENCHING**

When this method is used, the pavement shall be cut back so that the pavement opening is at least 6 inches wider on each side than the width of the trench. All pavement surfaces will be cut with a concrete saw and carefully broken out without disturbing the cut edge. Chipped or broken edges of pavement will be re-sawed prior to pavement replacement. Pavement shall be replaced with new pavement and base material to match the original type and depth. Where an asphalt cap exists, the concrete patch will be poured full depth, unless otherwise specified on the approved plans. 5/8" hook bolts will be used in local roads to tie a new concrete patch to the existing pavement. 1 1/4" dia. Epoxy coated dowel bars will be used in major roads parallel to the direction of travel, and \$5 hook bolts used to tie in the sides of a patch. If weather conditions make it infeasible to replace pavement in kind, a temporary surface of bituminous material shall be placed, and later replaced with pavement of original type at the applicant's expense.

6. **DEPTH OF COVER MATERIAL**

Pipes shall be placed to a depth that will provide not less than 3 feet of cover between the top of roadway surface and the pipe.

7. **TREE TRIMMING OR TREE REMOVAL**

Secure permission and/or a permit from the City of Clawson Department of Public Works and Engineering.

8. **INSPECTION**

In all cases the applicant shall notify the City of Clawson at least one business day before the work will commence, so arrangements may be made to have an Inspector present while the work is in progress. The applicant will be billed for the necessary expense of the inspector at the current rate in effect on the date listed on the permit.

9. Any operation in the right-of-way not covered by the above specifications submitted with the permit, or the City of Clawson Standard Specifications, shall be done in accordance with instructions of the City of Clawson Department of Public Works and Engineering.

10. Full compliance is required with any regulations of the Department of Public Works and Engineering, and any public utilities in the vicinity of the work.

11. **CONSTRUCTION HOURS CLAUSE**

All construction under or relevant to this permit shall not begin before sunup or at the earliest 7:00 a.m. and all construction shall cease at sundown or at the latest 7:00 p.m. The Contractor shall adhere to this schedule unless specifically authorized in writing by the Superintendent of Public Works and Engineering. Sunup and sundown shall be determined by the shutting off or turning on of the street lights in the area of the project. This shall expressly forbid the operating of any mechanical equipment except during the permitted hours. The Contractor shall schedule his construction so that operations including installing pipe, back filling, finishing pavement, applying curing compound, cleanup and placing of proper barricades and lighting and any other construction are done during the required time. No inspections personnel will be furnished for hours in addition to those specified, and any work performed outside of these hours will not be accepted by the Department of Public Works and Engineering.

No Sunday or Holiday work will be allowed unless specifically authorized in writing by the Superintendent of Public Works and Engineering. Holiday work shall include all legal holidays, national, state, county and City Election days and any other day when the City Hall of the City of Clawson is officially closed.

**THE FOLLOWING MUST BE ATTACHED TO THE PERMIT APPLICATION WHEN  
REQUESTED BY THE DEPARTMENT OF PUBLIC WORKS AND ENGINEERING**

Permit Fee, Cash Construction Bond, Certificate of Insurance, (except for utility companies); Approved Plans, Approved Traffic Control Plan in case of street closures, Inspection Escrow Deposit, a copy of the Oakland County Soil Erosion Control Permit and all other necessary permits.

City of Clawson Department of Public Works and Engineering  
635 West Elmwood  
(248) 288-3222

## WATER DEPARTMENT FEES

FOR INSPECTION: Call the Department of Public Works at (248) 288-3222 (48-hour notice is required). Give address of the work, and the Permit Number when calling.

WATER DEPARTMENT FEES AS OF February 17, 2009

WATER TAP FEES	1" Water Tap (Service)	\$1,500.00
	1.5" Water Tap (Service)	\$1,750.00
	2" Water Tap (Service)	\$2,100.00

WATER SERVICE DISCONNECT fee \$800 + Restoration

SEWER SERVICE DISCONNECT fee \$1,200 + Restoration

WATER METER FEES	5/8" Meter	\$ 125.00
	1" Meter	\$ 210.00
	1.5" Meter	\$ 490.00
	2" Meter	\$1,770.00

METER HORN	5/8" Meter Horn	\$ 50.00
	1" Meter Horn	\$ 60.00

METER TEST      Time & Material

Water tap & meter prices subject to change based on current market pricing.

Water service shut offs after regular business hours:	
Monday - Saturday	\$ 50.00
Sunday & Holiday	\$ 100.00

Water service shut off or reactivation due to non-payment \$50.00

Clawson Department of Public Works, 635 West Elmwood (248) 288-3222