



City of Monroe
Application for Permit

I/we the undersigned, request permission to: (please check all that apply in the first column, City Officials will check off requirements in second column)

\*\*\*\*\*

- Open Street
Open Terrace
Open Sidewalk
Bore Under Street/Terrace/Sidewalk
Repair/Replace Sewer Lateral/Main
Repair/Replace Water Lateral/Main
Install New Sewer Lateral
Install New Water Lateral
Install New Gas Main/Repair Gas Line
Install Water Monitoring Well
Install Storm Sewer
Repair Storm Sewer
Where
When
Why
Plumber Name
Excavator

- Requirements:
Include Sketch of Work Area
Pre-approved by Water Dept.
Pre-approved by Wastewater Dept.
Obtain copy and abide by city specs for utility cut, removal, and restoration
Abide by state manual on sewer connections
Barricades, must be lighted for overnight use
Contact Digger's Hotline
Insurance
\$150.00 St. opening fee
If new construction for sewer connection will be billed for fees
Repairs/Restore area to original condition.
Monitoring wells must be flush-mounted

\*\*\*\*\*

- Cut Curb
Widen Existing Drive Approach
Add Additional Drive Approach
Install New Drive Approach
Remove & Replace Drive Appr.
Remove & Replace Sidewalk
Install New Sidewalk
Where
When
Why
Contractor

\*\*\*\*\*

- Requirements:
Barricades with lights if anything left torn up after dark
Approval & grade staked by Engineering Dept.
Obtain Copy & Abide by City Standard Specifications for Sidewalk & Ramp Construction
Person or Contractor performing work needs approval by Engineering Dept.
Sketch of Proposed Project
Must Install concrete sidewalk squares if installing blacktop drive approach
Contact Digger's Hotline

\*\*\*\*\*

- Place Material in Street
Place Materials on Terrace
Place Materials on Sidewalk
Where
When
Why
Type of Material

\*\*\*\*\*

- Requirements:
Barricades, must be lighted for overnight use
Safety Cones
Provide for Erosion Control
Responsible to Clean/Restore Area to Original Condition

\*\*\*\*\*

Blocking/Closures for auctions & special events should be referred to the Public Safety Committee

- Close Street Completely to Traffic
Block Lane of Traffic
Block Sidewalk
Block Parking Stalls
Block Terrace
Where
When
Why

\*\*\*\*\*

- Requirements:
Insurance Certificate Naming City of Monroe Additional Insured for \$1,000,000 required for closing all or part of street
Barricades, must be lighted for overnight use
Detour Plan/Traffic Control Plan approved by Police Dept.
Assure access for emergency vehicles & adjoining property owners
Provide for own traffic control & road closed signs
Post "sidewalk closed" sign
Must have flag person unless they can assure 2 way traffic flow

\*\*\*\*\*

- Remove Tree in Terrace
Trim Tree in Terrace
Plant Tree in Terrace
Where
When
Why
Contractor?

\*\*\*\*\*

- Requirements:
Approval by City Forrester
Insurance Certificate Naming City of Monroe Additional Insured for \$1,000,000
Stumps to be Removed by Approved Method
Terrace Repaired and Reseeded
Digger's Hotline contacted

\*\*\*\*\*

- Use Crane or Lift Over Sidewalk**  
Where \_\_\_\_\_  
When \_\_\_\_\_  
Why \_\_\_\_\_  
Contractor? \_\_\_\_\_

\*\*\*\*\*

- Move Building Through Streets**
- Move Oversize Equipment through Streets**  
Where \_\_\_\_\_  
When \_\_\_\_\_  
Why \_\_\_\_\_  
Contractor? \_\_\_\_\_

\*\*\*\*\*

- Install awning over sidewalk**
- Install sign protruding over sidewalk**  
Where \_\_\_\_\_  
When \_\_\_\_\_  
Why \_\_\_\_\_

\*\*\*\*\*

- Perform Blasting**  
Where \_\_\_\_\_  
When \_\_\_\_\_  
Why \_\_\_\_\_

\*\*\*\*\*

- Place Dumpster in Street**  
Where \_\_\_\_\_  
When \_\_\_\_\_  
Why \_\_\_\_\_

\*\*\*\*\*

- Other**  
Where \_\_\_\_\_  
When \_\_\_\_\_  
Why \_\_\_\_\_

\*\*\*\*\*

- Requirements:**
- Completely barricade off area to pedestrian traffic
  - Post "sidewalk closed" sign
  - Tunnel Walkway for long term projects

\*\*\*\*\*

- Requirements:**
- Insurance Certificate Naming City of Monroe Additional Insured for \$1,000,000
  - Utility Companies Contacted to Move Lines that may be in Way
  - Copy of route to be provided
  - Traffic Control/Detour Plan approved by Police Dept.

\*\*\*\*\*

- Requirements:**
- Must be 7' clearance from any projecting point to the public sidewalk
  - Execute "sign" agreement with City

\*\*\*\*\*

- Requirements:**
- Insurance Certificate Naming City of Monroe Additional Insured for \$1,000,000
  - Must provide copy of State License
  - Notify Police and Fire Depts.

\*\*\*\*\*

- Requirements:**
- 2 Barricades with lights
  - Snow removal around dumpster

\*\*\*\*\*

- Requirements:**
- \_\_\_\_\_
  - \_\_\_\_\_
  - \_\_\_\_\_

ADDITIONAL COMMENTS & REQUIREMENTS/EXPLANATION \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Work to be Performed By: \_\_\_\_\_ For Property Owner \_\_\_\_\_

I/We hereby agree to abide by all checked requirements and to keep, save and bear harmless the City of Monroe from all harm, trouble, damages, costs suits, actions, judgments, and executions that shall or may at any time arise, come, or be brought against the City by reason of or through the granting or use of said permit and /or privilege.

I/We also hereby agree to abide by and conform to the ordinances, rules and regulations of said City, including without limitation Sections 2-1-4(C) and 11-1 and 11-4 of the Monroe City Code. In further consideration, I/We hereby agree to comply with all state and federal standards governing safety and safe work place practices for both general industry and construction.

Date: \_\_\_\_\_  
 Submitted by: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 City/State/Zip: \_\_\_\_\_  
 Phone #: \_\_\_\_\_

This Permit will be effective on \_\_\_\_\_  
 through \_\_\_\_\_.

**Approved:**

\_\_\_\_\_  
**Applicant Signature**

\_\_\_\_\_  
**City Clerk/Deputy Clerk**