



Engineering / Right-of-Way Permit Acknowledgment Sheet

Please Read These Instructions Carefully
This form **MUST** be filled out by the Crew Lead or Field Supervisor

☐ **ACTIVATE YOUR PERMIT**

Call 801-629-8990 to **ACTIVATE** your permit at least 1 to 2 business days before work commences. Email or voice mail messages do not guarantee activation.

☐ **SCHEDULE INSPECTION**

Call your assigned Engineering Inspector right after activating your permit to schedule an inspection or on-site precon. Contact information is on permit.

Failure to do the two steps above will result in an immediate STOP WORK order

CONTACT & ACTIVATION

- ☐ If a contractor is found working without an activated permit or does not have an inspection scheduled, a **STOP WORK order will be issued immediately**, and work will not resume until an inspection has been scheduled and they have met with the inspector.
- ☐ If any work is completed, buried, paved or concreted without the appropriate inspection, **contractor will be instructed to remove material so inspections can be completed.**

DIRECTIONAL BORE JOBS

- ☐ On jobs involving **directional bore**, contractor **MUST** meet with the Engineering Inspector on-site for a pre-construction meeting 1 to 2 business days before work commences.
- ☐ A video inspection may be required at the discretion of the City.
All bore logs must be given to the Engineering Inspector.
- ☐ Bore Pits and excavations should not be located within the Drip Line of any tree without prior authorization from Ogden City's Urban Forester (801-629-8369).
- ☐ Contractors connecting to fire hydrants within Ogden City's water system **MUST** have a city-issued hydrant meter as part of that connection. **Those connecting without a hydrant meter will be prosecuted for theft.**

See our webpage for all directional bore requirements: <https://www.ogdencity.com/2094/Directional-Bore-Work>

JOB COMPLETION

- ☐ **Work must start within 14 days of the permit being issued**, and be completed and repaved within 3 days on major streets and 7 days on minor streets. Winter Paving Plans are required during winter months
- ☐ Contractor shall be responsible for damage or destruction to property and/or utilities during the course of construction, including pipelines, culverts, conduits, cabling, asphalt and concrete pavement.
- ☐ Permit holder shall guarantee the materials and workmanship of the work for a period of 2 years from the time the work is completed.

Detailed information for the Job Completion section of this cover sheet may be found in Ogden City Code, 7-5-14, B 1-4

****ALL SUBCONTRACTORS MUST BE LISTED ON THE PERMIT!****

If a subcontractor is found working on-site, and is **NOT** listed on the permit, a **STOP WORK** order will be issued immediately, and work will not resume until the Permit Coordinator has updated the permit and the contractor has met with the inspector.

I understand that failure to abide by all of the instructions listed above may result in a STOP WORK order or the revocation of the permit.

Signature (Crew Lead/Field Supervisor)

Date