

Permit Application Checklist – to Dig Up (Trench) City Street Right-Of-Way

Applicant: _____

Proj. Name: _____ TMK: _____

1 WHAT TO BRING:

- 1 set of plan showing the nature of work and drawn to scale showing:
- Location Map
 - North Arrow
 - Surface opening dimensions
 - Roadway/Sidewalk dimensions
 - Street name(s)
 - Closest intersecting street(s)
 - Street ownership(s)
 - All existing improvements
 - Specific location/address of work
 - Restoration detail⁽¹⁾
 - Typical details with notes
 - Title block on every sheet
- Emergency contact person name and telephone number (24/7)
- Other: _____

2 TAKE APPLICATION AND CLEAR OTHER AGENCIES AS REQUIRED:

- Complete application form (sections I, II, III, and V of the SDD Master Application form).

3 RETURN TO PERMIT COUNTER WITH:

- Completed application form with proper clearances
- 1 copy of plan as described above
- Fee: \$ _____ (Cash or Check payable to: City and County of Honolulu)
- Bond Amount \$: _____

Bond must be on City and County of Honolulu Bond Form notarized by both Principal and Surety(ies) and posted by a bonding company licensed to do business in the State of Hawaii. Other forms of Sureties such as Cashier's Check and Letter of Credit may be submitted in lieu of bond. (Acceptance of Surety is subject to the approval of the Budget and Fiscal Services Department.)

- Insurance
- Name the City as insured. Minimum coverages - property damage per occurrence, \$100,000.00 and injury or death, \$500,000.00. Certificate of insurance⁽²⁾ naming the City and County of Honolulu as additional insured is acceptable.

4 ADDITIONAL REVIEW REQUIRED BY:

- DPP, Site Development Division, Civil Engineering Branch, Project Review Section
- DFM, Division of Road Maintenance, Planning and Control
- Other: _____

Prepared By: _____ Date: _____

⁽¹⁾ For details on proper trench restoration, trench alignment, and pavement repair, refer to the City Managing Director's current policy memorandum.

⁽²⁾ Certificate Holder: City & County of Honolulu, 650 South King St., Honolulu, HI 96813
Attn: DPP Permit Center (CEB)

Note: A Street Usage Permit is also required from the Department of Transportation Services to close off any portion of the street or sidewalk area while performing work. For more information call Street Usage at 768-8391.