

## TRENCHING PERMIT PROCEDURES

1. A permit is required for trenching (i.e. dig, break, disturb or undermine) any public highway, street, thoroughfare, alley or sidewalk or any other similar public place. If the public highway is under State jurisdiction, however, a permit is required from the State Department of Transportation, 727 Kakoi Street. A permit for trenching in City-owned or City-maintained streets may be obtained at the Site Development Division, Civil Engineering Branch permit counter (ground floor), Fasi Municipal Building (FMB), 650 South King Street.
2. When a trenching permit is required by Chapter 14, ROH 1990, as amended, the applicant shall submit a completed **application** with one copy of a trenching plan drawn to scale.
3. Information to be shown on the **trenching plan**.
  - a. Description of the proposed underground installation.
  - b. Address and tax map key (TMK) of the job site.
  - c. Location of each proposed excavation and the dimensions showing the length, width, and depth thereof, including the surface area of said opening in paving, sidewalk and other structures. Trenching details are also required.
  - d. Nature, size, length and purpose of the structure to be installed.
  - e. Names and ownerships of streets to be excavated.
  - f. North arrow and scale (1"=20' is preferred). Ample space shall be provided between views to permit placing of dimensions and notations without overcrowding or overlapping.
  - g. Lettering shall be at least 10 characters per inch (or 13 point font size).
  - h. Where profile is indicated, show elevations or depths as required.
  - i. Location of street monuments with corresponding vertical and horizontal control data.

**Approval** of the trenching plan by the Director is required for major work. This may include paving necessary to restore roadway to its original or equally good condition. For details on proper trench restoration, trench alignment, and pavement repair, refer to the City Managing Director's current **policy memorandum**.

4. Obtain **clearance** from City departments having underground installations and from the various utility companies prior to the issuance of the permit. A clearance from the Facility Maintenance Department, Road Division may also be required.
5. A **permit fee** is required in most cases. Payment of the fee shall be by cash or by check made payable to: City and County of Honolulu. The permit fee is not refundable. (See table.)
6. A **bond** in favor of the City is required when the work of restoration is not performed by the City. The bond shall be in effect for a period of one year after the date of approval of the restoration work. (See table.)
7. **Insurance** naming the City as an additional insured is required if the work is not performed by the City. A certificate of insurance naming the City as an additional insured is acceptable. (See table.)
8. A permit is good for one year from the date of issue. A permit can be renewed only before it expires. When **renewing** a trenching permit, the applicant is required to obtain clearances for the balance of the trenching work. Clearances are not required if the balance of the work involves restoration only.
9. A construction **dewatering** permit is required to discharge ground water into the City's separate storm sewer system while performing trenching work. Application for a permit may be made at the Department of Planning and Permitting, Site Development Division, Civil Engineering Branch.
10. A **street usage** permit is required to close off any portion of the street or sidewalk area while performing trenching work. Application for this permit may be made at the Department of Transportation Services, Traffic Signals and Technology Division, Street Usage Branch (Ph. 768-8392).

**FOR MORE INFORMATION CALL THE PERMIT COUNTER AT 768-8218 OR 768-8219**