



PERMIT FOR PRIVATE CONSTRUCTION OF PUBLIC IMPROVEMENTS

APPLICANT INFORMATION

Name (Bond Holder):	Phone:
Address:	Email:
Company Name:	

CONTRACTOR INFORMATION

Contractor:	Phone:
Address:	Email:
Subcontractor:	Phone:
Address:	Email:
Designated Contact Person:	
Location of Work:	
Description of Work:	

PERMIT FEES

Total cost of construction (attach copy of executed contract & itemized bid):
(if final cost varies from contract or estimate, fees may be revised):

Fixed Fee of \$250.00	\$	250.00
4% for cost up to \$50,000, plus 3% for cost greater than \$50,000	\$	_____
Other:	\$	_____
Estimated Fee Total:	\$	_____

PERMIT CHECKLIST

- Drawing Approval
- Payment of Fees
- All contractors prequalified and have a copy of the City of Lebanon Standard Construction Specifications
- Liability and property damage insurance (\$500,000 coverage for all contractors, the City and its employees)
- 100% performance and payment guarantee
- Copy of contract with private engineer providing construction inspection and survey staking
- Proposed easements/rights-of-way provided
- Testing schedule approved
- Traffic plan approved
- Date of preconstruction conference
- Other:

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CONDITIONS OF PERMIT

1. This permit is issued under authority of Chapter 12.08 of the Lebanon Municipal Code, and all requirements in that chapter apply.
2. The approved drawings, special provisions, City of Lebanon Standards for Public Improvements and the City of Lebanon Standard Construction Specifications (including the one-year warranty) are by reference a part of this permit.
3. This permit is effective for one year from the effective date listed below unless renewed.
4. A minimum of 48 hours written notice of the preconstruction conference, led by the Applicant's Engineer, is required. Representative of the Contractor, Applicant, Utilities and the City will attend. Minutes of the preconstruction conference shall be forwarded to the City.
5. The Applicant agrees to provide the City with a detailed work schedule and a minimum 48 hours written notice of start of work.
6. The Applicant's Contractor is solely responsible for conditions of the jobsite, including safety of all persons and property during performance of the work, and after normal working hours, until the Public Improvement is accepted by the City. Safety provisions shall conform to OSHA and all other applicable regulatory agency requirements. Inspection of work by City Staff does not include review or approval of the Contractor's safety measures.
7. The Applicant agrees to pay all testing costs.
8. The Applicant agrees to provide the City with mylar record drawings and AutoCad "dwg" or "dxf" files to City Standards.
9. There will be no connection to or use of the public improvements prior to acceptance of same by the City.

AGREEMENT

THE UNDERSIGNED APPLICANT AND CONTRACTOR AGREE to comply with all City Ordinances and the terms and conditions of this permit, and further agree that all work will be performed in conformance with the approved plans and specifications.

Applicant: _____ Signature: _____

Contractor: _____ Signature: _____

Permit Issued By: _____ Effective Date: _____

PROJECT ACCEPTANCE CHECKLIST (DATE / INITIAL)

/	Project completed in accordance with drawings and specifications
/	All testing completed
/	Approved mylar record drawings with 3 paper copies and AutoCAD "dwg" or "dxf" files provided
/	Final easements and rights-of-ways recorded
/	Reimbursement of additional City expenses (if any)
/	Water Re-Test Fee = _____ linear feet @ \$200 per 300 linear feet = \$_____
/	Acceptance / Warranty letter sent
/	Maintenance Supervisor
/	Other:

OFFICE USE ONLY

Date Received:	Received By:	Receipt No.:
City Acceptance of Project By:	Date:	
Start Date of Warranty:		

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