



John Salomone
Town Manager

TOWN OF NEWINGTON

131 Cedar Street Newington, Connecticut 06111

Engineering Department

Anthony Ferraro
Town Engineer

November 8, 2007

TO ALL CONTRACTORS:

This will summarize the permit process in the Town of Newington. Should you have any questions please call this office and we will help you.

The permit process is separated into two categories as follows:

1. Excavation
 2. Driveway, Curb and Walk Layers.
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1. The Excavation permit covers all operations that will require excavation within the Town's rights-of-way, backfilling, and requiring restoration of the surface.
 2. Driveway, Curb and Walk Layer permit covers work associated with the installation and/or repair of Driveways, Curbs and Sidewalks, also on Town owned property.

Prior to a permit being issued by this office, contractors must be licensed by the Town and an original bond and insurance certification must be approved and on file in our office. The accompanying letter to contractors explains the limits of the bond and insurance requirements.

In an effort to make your permit application process as smooth as possible, I advise you to call ahead to make sure your license, bond, and insurance certificate are up to date, have been approved, and on file.

Your cooperation in this matter is greatly appreciated.

Our office is open Monday-Friday, 8:30 a.m. to 4:30 p.m. Our telephone number is 665-8570.

Sincerely,

Anthony Ferraro, P.E.
Town Engineer

AF/crd



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To All Contractors Working in Newington:

Over the years, many contractors have come to our office to obtain a permit, found that something has been missing in their file, and walked away empty handed. This situation caused confusion and lost time, especially when time is of the essence.

In an effort to avoid lost time on both of our sides, we have prepared a list of required items. These items must be up to date and properly executed in order for us to issue a permit. If you are not sure about any item, call ahead. Your cooperation will improve the efficiency and is greatly appreciated.

The following information and documentation is required from all contractors performing work on Town property.

1. Certification of Insurance

- a. The **original certificate** of insurance form must be on file in the Engineering Department.
- b. The certificate must contain the following language: **“The Town of Newington is named as an additional insured as respects all liability arising out of the activities of the business identified on this certificate”**.
- c. The certificate must contain the following liabilities limits:

Broad Form CGL: \$1,000,000
Auto Liability: \$1,000,000
Worker’s Compensation: As required by State Law

2. Indemnity Agreement

- a. An “Indemnity Agreement” form must be on file with the Engineering Department (Town form supplied).

3. Bonds

- a. **RENEWAL CERTIFICATES ARE NOT ACCEPTABLE**
- b. Bonds must be on Town’s Bond Form. **Original form** must be filed with the Engineering Department.

- c. Bonds must be signed, sealed, and dated by person named on power of attorney and also by the contractor (President or Secretary for Contractors). For corporations, the corporate seal will be required. A Power of Attorney form must be attached to the bond with the same date as the bond. Contractors name must be printed. At least two witnesses must sign the bond.
- d. All signatures including witnesses must have printed names and titles below signatures.
- e. The bonding company must be approved to do business in the State of Connecticut.

4. License

- a. A valid “Town License” certificate must be on file with the Engineering Department. (Town Form)
- b. The fee for the annual licenses is \$25.00.
- c. All licenses shall expire on December 31st of the year that they are issued.

5. Rules Pertaining to Excavation Permits

- a. Each time an excavation permit is applied for, the contractor will be required to read and sign the form entitled “Rules Pertaining to Excavation Permits”. (Town Form)

6. All permits will require a Call Before You Dig number for the project.

7. All contractors working for the utility companies will be required to provide a work order number for the project.

All of the information noted above must be submitted and approved by the Town Attorneys’ Office and Risk Manager prior to the issuance of any permits. The approval process will require a minimum of forty-eight (48) hours.

Blank “Town Forms” are available in the Engineering Department.

Permit Fee Schedule:

Driveway and Sidewalk Permits:	\$25.00 per location
Excavation Permits: Main Lines, each 250 linear feet	\$75.00
Service Laterals, per permit	\$25.00

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Anthony Ferraro, P.E.
Town Engineer



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**** This authorization letter must be on file in the Engineering office at the start of every new year. Only the person named on the license will be issued permits if this updated letter is not on file.**

LETTER OF AUTHORIZATION

To the Engineering Department – Town of Newington:

_____ of
Print Title

Company Name Address

Authorized Signature

Do hereby authorize the following person(s) to obtain permits for the above company.

