



**City of Elmira**  
 Department of Public Works  
 Phone: (607) 737-5679  
<http://www.cityofelmira.net>

840 Linden Place Ext.  
 Elmira, NY 14901  
 Fax: (607) 737-5753

## Application for a General Excavation Permit

Complete and return to DPW Administration Office  
 at 840 Linden Place Ext. during office hours on  
 Monday – Friday from 8:00am to 4:00pm.

Official Use Only  
 Permit Number:

<p>1. Today's Date:</p>	<p>9. Location of Excavation</p>
<p>2. Property Owner:</p>	<p>10. What is the purpose of the Excavation? (Check One Only)</p> <p><input type="checkbox"/> Storm Sewer Connection</p> <p><input type="checkbox"/> Sanitary Sewer Connection or Repair  <small>After you receive your permit, you will need a permit from the Chemung County Sewer District (607) 733-2887</small></p> <p><input type="checkbox"/> Water Line Installation or Repair  <small>Before we can issue you a permit, you must obtain a permit from the Elmira Water Board (607) 733-9179</small></p> <p style="text-align: center;"><b>EWB Permit # _____ Dated: _____</b></p> <p><input type="checkbox"/> Other (Describe in #11 below)</p>
<p>3. Property Owner Address:</p>	
<p>4. Property Owner Telephone:</p>	
<p>5. Contractor Name:</p>	
<p>6. Contractor Address:</p>	<p>11. Description of the work to be performed:</p>
<p>7. Contractor Phone:</p>	
<p>8. Contractor Email Address:</p>	
<p>12. <b>CONTRACTORS:</b> I certify that I have filed with the Department of Public Works, City of Elmira, compliance with requirements of the <u>Worker's Compensation and Disability Benefits Law</u> and proper public liability insurance (with the City of Elmira named as an Additional Insured on a Primary Basis) for personal injury and property damage. The amount of coverage of the public liability insurance and proof of coverage is subject to the approval of the Corporation Counsel of the City of Elmira.*</p>	
<p>13. I acknowledge the receipt of the <u>Excavation Specifications and Standards</u> as given to me by the City of Elmira or available online at <a href="http://www.cityofelmira.net/permits">http://www.cityofelmira.net/permits</a> and agree to comply with the requirements contained therein. A minimum of two (2) working days notice must be given to the City of Elmira Engineering Division at (607) 737-5750 before any work can begin. Inspection will take place between 7:25am and 3:25pm, Monday through Friday on any regularly scheduled workday. The Elmira Water Board is responsible for inspecting water line installation or repairs.</p>	
<p>14. Attached is <input type="checkbox"/> cash or <input type="checkbox"/> check# _____ for _____ as required by City Ordinance.  <b>Checks should be made payable to the City of Elmira in the exact amount of the fee.</b>  <b>THIS FORM IS YOUR RECEIPT</b></p>	

To the City Manager, City of Elmira,

I hereby request permission to complete the proposed work according to the details above and to any attached documentation and according to the Excavation Specifications and Standards.

\_\_\_\_\_  
 Contractor/Permittee Signature

This permit is issued pursuant to the Ordinance (which is included in the Excavation Specifications and Standards), and pursuant to applicant complying with all requirements of said Ordinance. This permit is valid for ten (10) days from the date of approval, but sooner revoked or cancelled at the discretion of the City Manager or his authorized representative.

\*The above applicant's insurance is still in effect.  
 CC: Engineering, file

\_\_\_\_\_  
 For the City Manager