



Engineering / Right-of-Way Permit Acknowledgment Sheet

Please Read These Instructions Carefully
This form **MUST** be filled out by the Crew Lead or Field Supervisor

ACTIVATE YOUR PERMIT

Call 801-629-8990 to **ACTIVATE** your permit at least 1 to 2 business days before work commences. Email or voice mail messages do not guarantee activation.

SCHEDULE INSPECTION

Call your assigned Engineering Inspector right after activating your permit to schedule an inspection or on-site precon. Contact information is on permit.

Failure to do the two steps above will result in an immediate STOP WORK order

CONTACT & ACTIVATION

- If a contractor is found working **without** an activated permit or does not have an inspection scheduled, a **STOP WORK order will be issued immediately**, and work will not resume until an inspection has been scheduled and they have met with the inspector.
- If any work is completed, buried, paved or concreted **without** the appropriate inspection, **contractor will be instructed to remove material so inspections can be completed.**

DIRECTIONAL BORE JOBS

- On jobs involving directional bore**, contractor **MUST** meet with the Engineering Inspector on-site for a pre-construction meeting **1 to 2 business days** before work commences.
- All sanitary sewer laterals** that are crossed by a directional bore **MUST be video inspected** for damage **after** the bore. All Inspection videos and bore logs must be given to the Engineering Inspector.
- Bore Pits and excavations should not be located within the Drip Line of any tree without prior authorization from Ogden City's Urban Forester (801-629-8369).

See our webpage for all directional bore requirements: <https://www.ogdencity.com/2094/Directional-Bore-Work>

JOB COMPLETION

- Work must start within 14 days of the permit being issued**, or the permit will expire. Contractor will then be required to pay a Permit Extension Fee to reinstate the permit.
- Work shall be completed and repaved within 3 days on major streets and 7 days on minor streets. Winter Paving Plans are required from mid-November to mid-April.
- Permit holder shall guarantee the materials and workmanship of the work for a period of 2 years from the time the work is completed.

Detailed information for the Job Completion section of this cover sheet may be found in Ogden City Code, 7-5-14, B 1-4

**** ALL SUBCONTRACTORS MUST BE LISTED ON THE PERMIT! ****

If a subcontractor is found working on-site, and is **NOT** listed on the permit, a **STOP WORK** order will be issued immediately, and work will not resume until the Permit Coordinator has updated the permit and the contractor has met with the inspector.

I understand that failure to abide by all of the instructions listed above may result in a STOP WORK order or the revocation of the permit.

Signature (Crew Lead/Field Supervisor)

Date