



City of Torrington
Engineering & Planning
PO Box 250
Torrington, WY 82240

City Engineer (307) 532-4815
Building Official (307) 532-4213
FAX (307) 532-2010
PERMIT # _____

City of Torrington Engineering Department Utility Work Permit Application

Page 1 of 2 Instructions:

Complete this form, attach all required documents and email it to: jharkins@torringtonwy.gov

To determine which documents are required, refer to page 2 of this form or contact the Engineering Division at 307-532-4815.

You must submit all required documents or the application will be deemed to be incomplete, will not be accepted and permit will not be issued.

Applicant: _____

Date: ____/____/____

Utility to be installed: _____

Utility Permit Number: _____

Name: _____

Address: _____

Email Address: _____ Telephone: _____

City of Torrington Contractors License number: _____

Activity Description:

Purpose of Utility Permit:

- Installation Adjust/relocation Removal Maintenance of Existing Facility

Nature of Installation:

- Buried * Trench * Plow * Bore * Aerial

Describe Work: (Attach Separate sheet if needed)

GPS Coordinates in Decimal Degrees: **Start:** _____ **Finish:** _____

Intended Start Date: _____ Planned Duration: _____

Name of Person in Charge at Work Site: _____

Cell Phone: _____ Email: _____

We must also be notified the day work is finished at jharkins@torringtonwy.gov. Advance Notice of the commencement of work shall be given at least two (2) full business days in advance not including the day of notice. Monday notice = Thursday work; Tuesday notice = Friday work; Wednesday notice = Monday work; Thursday notice = Tuesday work; Friday notice = Wednesday work.

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Notice to excavators:

The following documents are required to accompany all applications for a City of Torrington Work Permits

1. Plan, Map and Profile clearly showing the following:
 - a. Address, street names, intersections and/or other location information.
 - b. Provide profile cross section showing existing utilities.
 - c. Distance facility will be within ROW, or crosses ROW.
 - d. Facility type: Water, Gas, Phone, Power, Fiber optic cable, etc.

2. A Traffic Control Plan (TCP):

It can be hand drawn or professionally designed but it must conform to the current "Manual of Uniform Traffic Control Devices for Streets and Highways". The plan must be implemented and have all traffic control devices and/or flaggers in place prior to the start of any work each day and must be followed whenever a work zone is moved or changed. An Internal Traffic Control Plan (ITCP) may also be required. City of Torrington will inform applicant if this is necessary after receiving application.

3. Licensing and Insurance Requirements:

The Permit holder shall obtain and maintain a City of Torrington Contractors License as outlined in section 5.24 of the Torrington Municipal Code and carry insurance at all times during the performance of work authorized by this Permit, in the kinds and amounts specified in the latest edition of the City of Torrington Municipal Code. The Permit holder shall require any Contractor or subcontractor doing work for this permit within City of Torrington Right of Way to obtain like coverage. Certificates of insurance shall be provided to the City of Torrington Engineering Division and shall name City of Torrington as additional insured party and a certificate holder. A current copy must be on file with the Engineering Division office prior to any permit being issued. Contractors and/or subcontractors must provide their own insurance certificate in addition to the permit holder's certificate.

4. Locate Ticket Number(s):

All locate tickets are to be available on site at all work zones.

5. Environmental Clearances:

It is the applicant's responsibility to contact appropriate agencies and obtain all environmental clearances that apply to their activities. Please include copies of any forms, permits or other paperwork concerning clearances filed or required by any agency. Written proof of compliance with this requirement may be required prior to issuing any permit. By signing, applicant agrees that all rules, requirements and regulations in the latest edition of the City of Torrington Public Works Standards will be followed.

Signature also signifies that compliance with all applicable regulations and clearances, including environmental regulations will be obtained prior to commencing work.

Signature of Applicant: _____ Date: _____

Please Print Name: _____ Title: _____

Applications are to be emailed jharkins@torringtonwy.gov. Please allow a minimum of five (5) business days for a permit to be issued. Comments or questions concerning this document may be accessed by contacting Jeff Harkins Engineer/DPW at 307-532-4815 or jharkins@torringtonwy.gov.