



Date _____
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# SERVICE CUT PERMIT APPLICATION

## PERMIT PROCESS GUIDE

### Step 1: FIELD DISCOVERY

Applicant explores area to be cut to determine if other facilities (for example, trees, cable, drainage) are in area.

### Step 2: AGENCY DISCOVERY AND REVIEW:

Contact the following agencies as applicable:

- Department of Public Works, Engineering Division – City Hall, 6th floor
- Department of Public Works, Traffic control & Street Light service – City Hall, 6th floor
- Department of Parks and Parkways – 2829 Gentilly Blvd.
- Vieux Carre Commission – City Hall, 7th floor
- Sewerage and Water Board, Network Engineering – 8800 S. Claiborne Ave.
- Sewerage and Water Board, Electrical Engineering – 8800 S. Claiborne Ave.
- Louisiana One Call: 1-800-272-3020 or 811 for the following utility companies:  
Entergy Gas, Entergy Electric, LP&L Electric (Algiers), AT&T, Cox Communications, etc.

### Step 3: SCALE DRAWINGS

Applicant prepares drawings including ALL facilities present in the proposed area to be cut. The Department of Public Works will need an electronic copy. Drawings must clearly identify ALL adjacent attributes (e.g. the street, street name tiles, truncated domes, curbs, catch basins, drain inlets, poles, grass, curb cuts, sidewalks, etc.) and clearly indicate dimensions.

### Step 4: PREPARATION OF APPLICATION

The applicant prepares application for service cuts and attaches scale drawings, Pre-Permit Discovery and Review and Covenant for Plan Review.

The applicant submits the application to the following agencies for review/approval:

- Sewerage and Water Board- (Sewer, Water, Drainage, Electric) 8800 S. Claiborne Avenue
  - Department of Parks and Parkways and/or Vieux Carre Commission (if they have jurisdiction in area to be cut)
- THE APPLICANT MUST SUBMIT A COPY OF THE FRANCHISE AGREEMENT IF FIBER OPTIC CABLE IS BEING INSTALLED

### Step 5: APPLYING FOR PERMIT

The permit is applied for with the ONE STOP SHOP. The required documents (at minimum) are:

- Application – Page 2 of this application
- Pre-Permit Discovery & Review Memo – Page 3 of this application
- Covenant for Plan Review – Page 4 of this application
- 1 Electronic Copy

### Step 6: PAYING APPLICATION FEES AND MAKING DEPOSIT

Upon approval by the Department of Public Works, ONE STOP SHOP will notify the applicant of the fee, deposit amount required and the earliest date to receive the approved permit.

### Step 7: POST APPROVAL

The applicant is responsible for forwarding a copy of the approved permit and scale drawing to applicable utilities/agencies, and posting a water resistant (laminated) copy of the permit at each trench all times until construction completion.

## SPECIAL PROVISIONS

### PERMIT GOOD FOR 90 DAYS EXTENDED PERMIT

If project does not commence within the 90 days authorized permit period, applicant, upon completion of discovery, can request an extension to the existing permit of 90 additional days to allow completion of project. **Under special provisions**, an agency (applicant) can be granted an extension by the Department of Public Works of an additional 90 days without having to start the permit process over again. (See Service Cut Project Timeline Letter)

**ANY CHANGES TO THE SCOPE OF WORK AFTER PERMIT ISSUANCE MUST be approved by the Sewerage and Water Board AND Department of Public Works - therefore A REVISED PERMIT MUST BE SUBMITTED.**

Under remarks section of the Service Cut Project Timeline Letter, the applicant should note any exceptions, changes and/or starting dates of additional area granted permits issued under the multi-permits/single application provision.

## ADDITIONAL INFORMATION

- The permit holder accepts full responsibility for any damage that may be caused by his operations (Sect. 146-455 - City Code)
- All material must meet the standards and specification of the Department of Public Works (Sect. 146-455.1 - City Code)
- Completed applications, except by blanket permittees, must be accompanied by a check or checks covering deposit (Sect. 146-438 - City Code), and all applicable fees due (Sections 146-193, 146-194, 146-440 - City Code).



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## SERVICE CUT PERMIT APPLICATION

### APPLICANT INFORMATION

Applicant Identity:                      Utility Owner              Contractor

Applicant Name \_\_\_\_\_ Applicant Contact Number \_\_\_\_\_

Applicant Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Email \_\_\_\_\_

### PROJECT INFORMATION

Project/Job Number \_\_\_\_\_

Location of Cut \_\_\_\_\_  
(Street and House Number, if applicable)

Purpose of Cut \_\_\_\_\_

Approximate Dimensions in feet \_\_\_\_\_

Construction Start Date \_\_\_\_\_ Construction End Date \_\_\_\_\_

Street Being Cut	Cross Street 1	Cross Street 2

### CONTRACTOR INFORMATION

Contractor Name \_\_\_\_\_ Contractor Phone Number \_\_\_\_\_

Contractor Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Email \_\_\_\_\_

Name of Project Engineer \_\_\_\_\_ Contact Number \_\_\_\_\_

Name of Construction Supervisor \_\_\_\_\_ Contact Number \_\_\_\_\_

### REQUIRED APPROVALS FOR APPLICATION

Department/Agency	Signature	Date	Department/Agency	Signature	Date
<b>Sewerage and Water Board (Drainage/Water/Sewer)</b>			<b>Downtown Development District (if applicable)</b>		
<b>Sewerage and Water Board (Electric)</b>			<b>Parks and Parkways (if applicable)</b>		



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# SERVICE CUT PERMIT APPLICATION

## PRE-PERMIT DISCOVERY AND REVIEW

In conjunction with our application for permit, \_\_\_\_\_ made a visit to the proposed cut site, \_\_\_\_\_ on \_\_\_\_\_ (date) to determine if the following utilities/agencies have facilities in the area:

	Did Have Facilities	Did NOT Have Facilities	Date Drawing Reviewed
<b>Sewerage and Water Board</b> (Drainage/Water/Sewer)			
<b>Sewerage and Water Board</b> (Electric)			
<b>DPW Traffic Control Services</b>			
<b>DPW Street Light</b>			
<b>Department of Parks &amp; Parkways</b>			
<b>Vieux Carre Commission</b>			
<b>Entergy Gas</b>			
<b>Entergy ELECTRIC or LP&amp;L</b>			
<b>Cox Communications</b>			
<b>AT&amp;T</b>			

Based upon our findings, the appropriate utilities/agencies were visited and their drawings were reviewed on the above specified dates. Upon acquisition of a permit, copies of the permit and approved drawings will be forwarded to the appropriated utilities/agencies involved.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

## WORKSHEET (BASED ON SURFACE TYPE)

Concrete St	Width (ft)	Length (ft)	Area (sq ft)		Asphalt	Width (ft)	Length (ft)	Area (sq ft)	
Sum of Total Concrete Area					Sum of Total Asphalt Area				
				x \$17.50					x \$11.00
<b>Total Cost of Concrete Deposit=</b>					<b>Total Cost of Concrete Deposit=</b>				
Gravel/Temp St	Width (ft)	Length (ft)	Area (sq ft)		Sidewalk	Width (ft)	Length (ft)	Area (sq ft)	
Sum of Total Gravel/Temp Street Area					Sum of Total Sidewalk Area				
				x \$9.00					x \$4.50
<b>Total Cost of Gravel/Temp Street Deposit=</b>					<b>Total Cost of Sidewalk Deposit=</b>				
Grass/Dirt	Width (ft)	Length (ft)	Area (sq ft)		FEE TOTALS				
Sum of Total Grass/Dirt Area					Non-Refundable Application Fee		\$40.00		
				x \$2.50	Sum of Deposit		+ \$		
<b>Total Cost of Grass/Dirt Deposit=</b>					Additional Fees (per Sec. 146-440)		+ \$		
					GRAND TOTAL=				



Building/Construction  
Related Permit



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# SERVICE CUT PERMIT APPLICATION

## ACKNOWLEDGMENTS

### CONVENANT FOR PLAN REVIEW

\_\_\_\_\_ (number of plan submissions) plans for the Project Number \_\_\_\_\_ indicated herein are submitted in accordance with Chapter 146 of the Code of the City of New Orleans and all other pertinent laws, ordinances, or statutes.

Plans are submitted for a permit to cut into the public right-of-way in the City of New Orleans. Submission of plans constitutes part of an application to cut into the public right-of-way only at locations noted. The undersigned entities' review of approval is only for the purposes of cutting into the public right-of-way, and is not a review or approval of the engineering design, details, or of the engineering project as a whole. It is the responsibility of the one submitting the plans and of those performing the actual work to implement the plans to determine that they will be carried out in a safe and reliable manner, and that no interference with another's facility will take place.

Plans are submitted with the agreement that they applicant holds harmless and indemnifies the reviewing and approving entities hereon, their officers, agents, and employees, from any and all actions, suits, claims, demands, or judgments of whatever nature arising out of or in connection with the application and work to cut into the public right-of-way of the City of New Orleans.

Furthermore \_\_\_\_\_ (name), in adherence to the Covenant for Plan Review agree that no sign or signal shall be removed without the Traffic Engineer's approval. The contractor accepts all liabilities during the time of removal. Contractor shall notify the Traffic Engineer in writing when controls are removed or reinstalled.

All traffic control devices and their associated hardware removed or damaged shall be replaced by the contractor/utility at no cost to the City.

All signs, signals, and markings removed will be restored and in place before the final inspection.

The attached \_\_\_\_\_ drawings are associated with Project Number \_\_\_\_\_ and are subject to the conditions of this covenant.

Applicant Signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_