



TOWN OF PLYMOUTH

Engineering Division
Department of Public Works
26 Court Street
Plymouth, MA 02360
Phone (508) 747-1620 Ext. 10120

Permit Number: _____
Check Number: _____
Date Issued: _____
Expiration Date: _____
Dig Safe Number: _____

APPLICATION TO OPEN OR OCCUPY STREET OR RIGHT OF WAY

Pursuant to G.L. c. 82A §1 and 520 CMR 7.00 et seq. (as amended)

APPLICANT INFORMATION

Applicant:	Phone:	
Email Address:	Cell:	
Street Address:		
City/Town:	State:	Zip:

If Applicant is a subcontractor, please provide name of company Applicant is working for:

Excavator (If different from Applicant):	Phone:	
Email Address:	Cell:	
Street Address:	Emergency Phone (24-hour):	
City/Town:	State:	Zip:

Property Owner (If different from Applicant):	Phone:	
Email Address:	Cell:	
Street Address:		
City/Town:	State:	Zip:

PROJECT INFORMATION

Project Location (Address):	Anticipated Start Date:	
Parcel ID:	Anticipated End Date:	
Dig Safe #:		
Type of Work: <input type="checkbox"/> Shoulder <input type="checkbox"/> Sidewalk <input type="checkbox"/> Street <input type="checkbox"/> Trenchless <input type="checkbox"/> Other:		
Purpose of Work: <input type="checkbox"/> New <input type="checkbox"/> Replace <input type="checkbox"/> Repair <input type="checkbox"/> Other:		
Non-Utility (Excavation depth less than 12-inches): <input type="checkbox"/> Driveway <input type="checkbox"/> Sidewalk <input type="checkbox"/> Other:		
Utility: <input type="checkbox"/> Gas <input type="checkbox"/> Drain <input type="checkbox"/> Sewer <input type="checkbox"/> Water <input type="checkbox"/> Telephone/Cable <input type="checkbox"/> Other:		
*Trench Dimensions: Depth:	Length:	Width:

Description of Work:

Please submit a Stamped Plan or Sketch of the proposed work, as required by the Permitting Authority.
Please submit a Sketch/Plan of the proposed Manual on Uniform Traffic Control Devices (MUTCD) Compliant Work Zone.
* Minimum horizontal setbacks to existing utilities: 10' from water, sewer and drainage utilities

LICENSES

Utility Contractor's License #:

License Expiration Date:

Massachusetts Hoisting License #:

License Expiration Date:

Massachusetts Hoisting License Grade:

Name of Competent Person *(As defined by 520 CMR 14.00):*

Phone:

INSURANCE

Name of Insurer:

Phone:

Street Address:

Email:

City/Town:

State:

Zip:

Insurance Certificate #:

Policy Expiration Date:

PERFORMANCE BOND

Road Status: State Major Collector Minor Collector Local Private

Total Bond: \$

Expiration Date:

Bond shall remain in effect for two (2) years when Controlled Density Fill is used. Otherwise, Bond shall remain in effect for three (3) years. Refer to Rules and Specifications Regulating Street Excavations or <https://www.plymouth-ma.gov/engineering/pages/street-opening-permits> for Road Status information and additional Bond requirements.

BY SIGNING THIS FORM, THE APPLICANT, OWNER, AND EXCAVATOR ALL ACKNOWLEDGE AND CERTIFY THAT THEY ARE FAMILIAR WITH, OR, BEFORE COMMENCEMENT OF THE WORK, WILL BECOME FAMILIAR WITH, ALL LAWS AND REGULATIONS APPLICABLE TO WORK PROPOSED, INCLUDING OSHA REGULATIONS, G.L. C. 82A, 520 CMR 14.00 ET SEQ., AND ANY APPLICABLE MUNICIPAL ORDINANCES, BY-LAWS AND REGULATIONS AND THEY COVENANT AND AGREE THAT ALL WORK DONE UNDER THE PERMIT ISSUED FOR SUCH WORK WILL COMPLY THEREWITH IN ALL RESPECTS AND WITH THE CONDITIONS SET FORTH BELOW.

THE UNDERSIGNED OWNER AUTHORIZES THE APPLICANT TO APPLY FOR THE PERMIT AND THE EXCAVATOR TO UNDERTAKE SUCH WORK ON THE PROPERTY OF THE OWNER, AND ALSO, FOR THE DURATION OF CONSTRUCTION, AUTHORIZES PERSONS DULY APPOINTED BY THE MUNICIPALITY TO ENTER UPON THE PROPERTY TO MONITOR AND INSPECT THE WORK FOR CONFORMITY WITH THE CONDITIONS ATTACHED HERETO AND THE LAWS AND REGULATIONS GOVERNING SUCH WORK.

THE UNDERSIGNED APPLICANT, OWNER AND EXCAVATOR AGREE JOINTLY AND SEVERALLY TO REIMBURSE THE MUNICIPALITY FOR ANY AND ALL COSTS AND EXPENSES INCURRED BY THE MUNICIPALITY IN CONNECTION WITH THIS PERMIT AND THE WORK CONDUCTED THEREUNDER, INCLUDING, BUT NOT LIMITED TO, ENFORCING THE REQUIREMENTS OF STATE LAW AND CONDITIONS OF THIS PERMIT, INSPECTIONS MADE TO ASSURE COMPLIANCE THEREWITH, AND MEASURES TAKEN BY THE MUNICIPALITY TO PROTECT THE PUBLIC WHERE THE APPLICANT, OWNER OR EXCAVATOR HAS FAILED TO COMPLY THEREWITH INCLUDING POLICE DETAILS AND OTHER REMEDIAL MEASURES DEEMED NECESSARY BY THE MUNICIPALITY.

FAILURE TO COMPLY WITH MANUAL OF UNIFORM TRAFFIC CONTROL DEVICES (MUTCD) COMPLIANT WORK ZONE WILL RESULT IN THE PROJECT SHUT DOWN. PEDESTRIAN, BICYCLE AND VEHICULAR TRAFFIC MUST BE PROTECTED AT ALL TIMES. PEDESTRIAN RAMPS, HYDRANTS AND CURBS MUST REMAIN UNOBSTRUCTED AT ALL TIMES. 72-HOUR ADVANCE NOTICE IS REQUIRED TO USERS IF UTILITIES ARE INTERRUPTED. CONTRACTOR HEREBY CERTIFIDIES THAT ALL ACTIVITIES IN CONNECTION WITH THIS PERMIT WILL COMPLY WITH ALL FEDERAL, STATE AND LOCAL LAWS, INCLUDING THOSE RELATED TO SAFTEY.

THE UNDERSIGNED APPLICANT, OWNER AND EXCAVATOR AGREE JOINTLY AND SEVERALLY TO DEFEND, INDEMNIFY, AND HOLD HARMLESS THE MUNICIPALITY AND ALL OF ITS AGENTS AND EMPLOYEES FROM ANY AND ALL LIABILITY, CAUSES OR ACTION, COSTS, AND EXPENSES RESULTING FROM OR ARISING OUT OF ANY INJURY, DEATH, LOSS, OR DAMAGE TO ANY PERSON OR PROPERTY DURING THE WORK CONDUCTED UNDER THIS PERMIT.

APPLICANT SIGNATURE: _____

Date: _____

EXCAVATOR SIGNATURE (IF DIFFERENT): _____

Date: _____

OWNER SIGNATURE (IF DIFFERENT): _____

Date: _____

APPLICATION REVIEW

APPLICATION CHECKLIST	FOR TOWN USE ONLY:			
<i>Please include the following with this application:</i>	YES	NO	N/A	COMMENTS
<input type="checkbox"/> \$200 Application Fee	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Extended Maintenance Fee: \$ _____ <i>(Only for approved work within roads subject to 5-Year Moratorium, refer to Rules and Specifications Regulating Street Excavations for more information.)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Bond: \$ _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Insurance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Valid Utility Contractor's License <i>(as applicable)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Sketch/Plan of MUTCD compliant work zone	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> MassDOT Access Permit included <i>(for State Roadways only)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Plan <i>(stamped by PE/PLS, as applicable)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Sketch <i>(as applicable)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Preconstruction photos	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> List any outstanding punch list items from Town-issued Street or ROW Access Permits:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Safety Compliance Officer

Signature: _____ Date: _____

Comments:

Water Division

Signature: _____ Date: _____

Comments: Water inspection required

Sewer Division

Signature: _____ Date: _____

Comments: Sewer inspection required

PERMIT TO OPEN OR OCCUPY STREET OR RIGHT OF WAY

Applicant: _____

Street: _____

Date Issued: _____

Excavator: _____

Permit Number: _____

Expiration Date: _____

CONDITIONS OF APPROVAL

Per the Town of Plymouth's Street Opening Rules and Regulations, and the following:

- | | |
|--|---|
| <input type="checkbox"/> Notify Engineering Division 24-hours prior to start of construction
<input type="checkbox"/> Time of Work:
<input type="checkbox"/> Monday through Friday, 7:00 AM – 5:00 PM (Excludes Public Holidays)
<input type="checkbox"/> Other:
<input type="checkbox"/> Police Details (Contractor is responsible for scheduling and payment of all Police Details.)
<input type="checkbox"/> MUTCD Traffic Control Plan
<input type="checkbox"/> Suitable Backfill (Compacted in minimum 12" lifts)
<input type="checkbox"/> Controlled Density Fill (Excavatable)
<input type="checkbox"/> Steel Road Plates (Emergency use only. Road plates must be pinned)
<input type="checkbox"/> Temporary Trench Patch (2" Thick, Hot Mix Asphalt):
<input type="checkbox"/> Daily <input type="checkbox"/> Weekly (All trenches must be paved by Friday.)
<input type="checkbox"/> Permanent Patch (Mill 1-1/2", 1' either side of trench):
<input type="checkbox"/> 7" (Two 2-1/2" Thick Binder Courses, 2" Thick Top Course)
<input type="checkbox"/> 5 1/2" (Two 2" Thick Binder Courses, 1-1/2" Thick Top Course)
<input type="checkbox"/> 3 1/2" (2" Thick Binder Course, 1-1/2" Thick Top Course)
<input type="checkbox"/> Compaction Tests
<input type="checkbox"/> Line Painting/Crosswalk Restoration/Other:
<input type="checkbox"/> Epoxy <input type="checkbox"/> Paint <input type="checkbox"/> Thermoplastic | <input type="checkbox"/> Emergency
<input type="checkbox"/> 5-Year Moratorium
<input type="checkbox"/> Other:
<input type="checkbox"/> Preconstruction Meeting
<input type="checkbox"/> Water Inspection (Water & Sewer Inspectors must be approved by the DPW. Contractor is responsible for paying all inspection fees.)
<input type="checkbox"/> Sewer Inspection
<input type="checkbox"/> Saw Cut Asphalt
<input type="checkbox"/> Curb/Berm Restoration
<input type="checkbox"/> Sidewalk Restoration
<input type="checkbox"/> Shoulder Restoration
<input type="checkbox"/> Mill & Overlay (Curb to Curb):
<input type="checkbox"/> 1-1/2" Thick <input type="checkbox"/> 2" Thick <input type="checkbox"/> Other:
<input type="checkbox"/> Tack Coat
<input type="checkbox"/> Infrared Treatment
<input type="checkbox"/> Pipeline CCTV:
<input type="checkbox"/> Preconstruction <input type="checkbox"/> Post Construction |
|--|---|

POST CONSTRUCTION

- | | |
|---|--|
| <input type="checkbox"/> Notification of Project Completion _____ <i>Date Received:</i> _____
<input type="checkbox"/> As-Built Plans: <input type="checkbox"/> Stamped by PE/PLS _____
<input type="checkbox"/> Post-Construction Photos _____
<input type="checkbox"/> Other: _____ | <input type="checkbox"/> Water Tie Cards _____ <i>Date Received:</i> _____
<input type="checkbox"/> Sewer Tie Cards _____
<input type="checkbox"/> CCTV Inspection Report _____ |
|---|--|

Permit Issued by Engineering Division

Signature: _____

Date: _____

CONDITIONS AND REQUIREMENTS PURSUANT TO G.L.C.82A AND 520 CMR 14.00 et seq. (as amended)

By signing the application, the applicant understands and agrees to comply with the following:

- i. No trench may be excavated unless the requirements of sections 40 through 40D of chapter 82, and any accompanying regulations, have been met and this permit is invalid unless and until said requirements have been complied with by the excavator applying for the permit including, but not limited to, the establishment of a valid excavation number with the underground plant damage prevention system as said system is defined in section 76D of chapter 164 (DIG SAFE);
- ii. Trenches may pose a significant health and safety hazard. Pursuant to Section 1 of Chapter 82 of the General Laws, an excavator shall not leave any open trench unattended without first making every reasonable effort to eliminate any recognized safety hazard that may exist as a result of leaving said open trench unattended. Excavators should consult regulations promulgated by the Office of Public Safety & Inspections (OPSI) in order to familiarize themselves with recognized safety hazards associated with excavations and open trenches and the procedures required or recommended by the OPSI in order to make every reasonable effort to eliminate said safety hazards which may include covering, barricading or otherwise protecting open trenches from accidental entry.
- iii. Persons engaging in any in any trenching operation shall familiarize themselves with the federal safety standards promulgated by the Occupational Safety and Health Administration (OSHA) on excavations: 29 CFR 1926.650 et.seq., entitled Subpart P "Excavations".
- iv. Excavators engaging in any trenching operation who utilize hoisting or other mechanical equipment subject to chapter 146 shall only employ individuals licensed to operate said equipment by the OPSI pursuant to said chapter and this permit must be presented to said licensed operator before any excavation is commenced;
- v. By applying for, accepting and signing this permit, the applicant hereby attests to the following:
 1. They have read and understand regulations promulgated by the OPSI with regard to construction related excavations and trench safety;
 2. They have read and understand federal safety standards promulgated by the Occupational Safety and Health Administration on excavations: 29 CFR 1926.650 et.seq., entitled Subpart P "Excavations" as well as any other excavation requirements established by this municipality; and
 3. They are aware of and have, with regard to the proposed trench excavation on private property or proposed excavation of a city or town public way that forms the basis of the permit application, complied with the requirements of sections 40-40D of chapter 82A.
- vi. This permit shall be posted in plain view on the site of the trench.

For additional information please visit the Department of Public Safety's website at www.mass.gov/dps

Summary of Excavation and Trench Safety Regulation (520 CMR 14.00 et seq.)

This summary was prepared by the Massachusetts Department of Public Safety pursuant to G.L.c.82A and does not include all requirements of the 520 CMR 14.00. To view the full regulation and G.L.c.82A, go to www.mass.gov/dps

Pursuant to M.G.L. c. 82, § 1, the Department of Public Safety, jointly with the Division of Occupational Safety, drafted regulations relative to trench safety. The regulation is codified in section 14.00 of title 520 of the Code of Massachusetts Regulations. The regulation requires all excavators to obtain a permit prior to the excavation of a trench made for a construction-related purpose on public or private land or rights-of-way. All municipalities must establish a local permitting authority for the purpose of issuing permits for trenches within their municipality. Trenches on land owned or controlled by a public (state) agency requires a permit to be issued by that public agency unless otherwise designated.

Barricades must be fences at least 6' high with no openings greater than 4" between vertical supports; backfilling must be sufficient to eliminate the trench. Alternatively, excavators may choose to attend trenches at all times, for instance by hiring a police detail, security guard or other attendant who will be present during times when the trench will be unattended by the excavator.

The regulations further provide that local permitting authorities, the Department of Public Safety, or the Division of Occupational Safety may order an immediate shutdown of a trench in the event of a death or serious injury; the failure to obtain a permit; or the failure to implement or effectively use adequate protections for the general public. The trench shall remain shut down until re-inspected and authorized to re-open provided, however, that excavators shall have the right to appeal an immediate shutdown. Permitting authorities are further authorized to suspend or revoke a permit following a hearing. Excavators may also be subject to administrative fines issued by the Department of Public Safety for identified violations.

Summary of 1926 CFR Subpart P -OSHA Excavation Standard

This is a worker protection standard, and is designed to protect employees who are working inside a trench. This summary was prepared by the Massachusetts Division of Occupational Safety and not OSHA for informational purposes only and does not constitute an official interpretation by OSHA of their regulations, and may not include all aspects of the standard.

For further information or a full copy of the standard go to www.osha.gov.

- **Trench Definition per the OSHA standard:**
 - An excavation made below the surface of the ground, narrow in relation to its length.
 - In general, the depth is greater than the width, but the width of the trench is not greater than fifteen feet.
- **Protective Systems** to prevent soil wall collapse are always required in trenches deeper than 5', and are also required in trenches less than 5' deep when the competent person determines that a hazard exists. Protection options include:
 - Shoring. Shoring must be used in accordance with the OSHA Excavation standard appendices, the equipment manufacturer's tabulated data, or designed by a registered professional engineer.
 - Shielding (Trench Boxes). Trench boxes must be used in accordance with the equipment manufacturer's tabulated data, or a registered professional engineer.
 - Sloping or Benching. In Type C soils (what is most typically encountered) the excavation must extend horizontally 1 ½ feet for every foot of trench depth on both sides, 1 foot for Type B soils, and ¾ foot for Type A soils.
 - A registered professional engineer must design protective systems for all excavations greater than 20' in depth.
- **Ladders** must be used in trenches deeper than 4'.
 - Ladders must be inside the trench with workers at all times, and located within 25' of unobstructed lateral travel for every worker in the trench.
 - Ladders must extend 3' above the top of the trench so workers can safely get onto and off of the ladder.
- **Inspections** of every trench worksite are required:
 - Prior to the start of each shift, and again when there is a change in conditions such as a rainstorm.
 - Inspections must be conducted by the competent person (see below).
- **Competent Person(s) is:**
 - Capable (i.e., trained and knowledgeable) in identifying existing and predictable hazards in the trench, and other working conditions which may pose a hazard to workers, and
 - Authorized by management to take necessary corrective action to eliminate the hazards. Employees must be removed from hazardous areas until the hazard has been corrected.
- **Underground Utilities** must be:
 - Identified prior to opening the excavation (e.g., contact Digsafe).
 - Located by safe and acceptable means while excavating.
 - Protected, supported, or removed once exposed.
- **Spoils** must be kept back a minimum of 2' from the edge of the trench.
- **Surface Encumbrances** creating a hazard must be removed or supported to safeguard employees. Keep heavy equipment and heavy material as far back from the edge of the trench as possible.
- **Stability of Adjacent Structures:**
 - Where the stability of adjacent structures is endangered by creation of the trench, they must be underpinned, braced, or otherwise supported.
 - Sidewalks, pavements, etc. shall not be undermined unless a support system or other method of protection is provided.
- **Protection from water accumulation hazards:**
 - It is not allowable for employees to work in trenches with accumulated water. If water control such as pumping is used to prevent water accumulation, this must be monitored by the competent person.
 - If the trench interrupts natural drainage of surface water, ditches, dikes or other means must be used to prevent this water from entering the excavation.
- **Additional Requirements:**
 - For mobile equipment operated near the edge of the trench, a warning system such as barricades or stop logs must be used.
 - Employees are not permitted to work underneath loads. Operators may not remain in vehicles being loaded unless vehicles are equipped with adequate protection as per 1926.601(b)(6).
 - Employees must wear high-visibility clothing in traffic work zones.
 - Air monitoring must be conducted in trenches deeper than 4' if the potential for a hazardous atmosphere exists. If a hazardous atmosphere is found to exist (e.g., O₂ <19.5% or >23.5%, 20% LEL, specific chemical hazard), adequate protections shall be taken such as ventilation of the space.
 - Walkways are required where employees must cross over the trench. Walkways with guardrails must be provided for crossing over trenches > 6' deep.
Employees must be protected from loose rock or soil through protections such as scaling or protective barricades.

RELOCATION AND PROTECTION OF UTILITIES

1. The Contractor shall not interfere with any existing utility without the written consent of the utility owner. If it becomes necessary to relocate an existing utility, the owner of said utility shall direct and inspect the relocation. Costs of such work shall be borne by the Contractor.
2. The Contractor shall adequately support and protect all water mains, sewers, drains, manholes, structures, vaults, pipes, conduits, poles, wires, cables, or otherwise, which may be affected by the work performed. Should any other utility or appurtenance thereto be damaged, such damage shall be repaired by the Contractor to the satisfaction of the utility owner. All repair work must be inspected by the owner of the utility. Costs of such work shall be borne by the Contractor.
3. A minimum 10-foot horizontal separation is required from any existing drain, water main or sewer main. In the event that the 10-foot horizontal separation cannot be maintained, the Contractor must obtain approval from the utility owner to ensure that utilities are adequately protected.