

To All Contractors Working in East Hartford - LICENSE AND PERMIT REQUIREMENTS:

Over the years, many contractors have come to our office to obtain a permit, found that something has been missing in their file, and walked away empty-handed. This situation has caused confusion and lost time, especially when time is of the essence.

In an effort to avoid lost time on both of our sides, we have prepared a list of required items. These items must be up to date and properly executed in order for us to issue a permit. If you are not sure about any item, call ahead. Your cooperation will improve efficiency and is greatly appreciated.

The following information and documentation is required from all contractors performing work on Town property.

Also, in addition to the normal State Permit, any work performed on State of Connecticut property, other than the actual paved roadway (curb to curb), will require a Town permit.

1. Certificate of Insurance

- a. The original signed certificate of insurance form must be on file in the Engineering Division.
- b. The certificate must contain the following language: "The Town of East Hartford, its officials, employees and volunteers are named as additional insured's as respects all liability arising out of the permit activities of the business".
- c. The certificate must contain the following liabilities limits:
Broad Form CGL: \$1,000,000.00
Business Auto Liability: \$1,000,000.00
Worker's Compensation: As required by State Law.
- d. The cancellation clause must not be less than 30 days.

2. Hold Harmless Agreement

A "Hold Harmless Agreement" form must be on file with the Engineering Division. (Town form supplied)

3. Bonds

- a. RENEWAL CERTIFICATES ARE NOT ACCEPTABLE.
- b. Bonds must be on Town's Bond Form. Original form must be filed with the Engineering Division.
- c. Bonds must be signed, sealed, and dated by person named on power of attorney and also by contractors (President or Secretary for Contractors). For corporations, the corporate seal will be required. A Power of Attorney form must be attached to the bond with the same date as the bond. Contractors name must be printed. At least two witnesses must sign the bond.
- d. All signatures including witnesses must have printed names and titles below signatures.
- e. The bonding company must be approved to do business in the State of Connecticut.

All of the information noted above must be submitted and approved by the Town's Corporation Counsel Office and Risk Manager prior to the issuance of any licenses or permits. The approval process will require a minimum of forty-eight hours.

4. License (Apply for in person when Bond and Insurance are approved.)

- a. A valid "Town License" certificate must be on file with the Engineering Division. (Town Form.)
- b. The fee for an annual license is \$35.00
- c. All licenses shall expire on December 31st of the year that they are issued.

5. Permit Application form (Town Form, available in the office, or on the East Hartford website)

- a. Each permit will require a filled-out and signed application.
- b. All excavation, driveway, and sidewalk permits will require a "Call Before You Dig" number for the project.
- c. All contractors working for the utility companies will be required to provide a work order number for the project.

Blank "Town Forms" are available in the Engineering Division Office.

Most forms available to download on "www.ci.east-hartford.ct.us"

Permit Fee Schedule: Driveway and Sidewalk Permits - \$50.00/per location

Excavation Permits - \$50.00/per permit (permit holder is responsible for permanent pavement repairs in accordance with Town Specifications)

Road Closure/Detour Permits - \$35.00