

LICENSE AND PERMIT REQUIREMENTS

For all work involving excavation in the Town right-of-way or on a Town-owned property, a license is required before a permit can be issued by the Engineering Division. Required documents for a license include:

1) Proof of Insurance

- a) The Certificate must contain the following language in the comments section: “The Town of East Hartford, its officials, employees, volunteers, boards and commissions are named as additional insured’s with respect to all liability arising out of the permit activities of the business”.
- b) The Certificate must have at least the following liabilities limits:
 - i) Commercial General Liability: \$1,000,000/\$2,000,000
 - ii) Business Auto Liability: \$1,000,000 combined single limit
 - iii) Worker’s Compensation: As required by State Law
- c) The cancellation clause must not be less than 30 days.
- d) Insurance certificates must be uploaded to the ViewPointCloud permitting system.
- e) Insurance review by the Town’s Risk Manager is normally complete in 1-2 business days.
- f) **Certificate Holder:** Town of East Hartford 740 Main Street, East Hartford, CT 06108

2) Bonds (Drainlayer and/or Driveway Curb & Walk)

- a) Renewal certificates are not accepted.
- b) Bonds must be on Town’s Bond Form. Initial bond review will be completed using bond forms uploaded to the ViewPointCloud system. Original bonds must also be filed with the Engineering Division.
- c) See the document *Instructions for Filling Out a Town of East Hartford Bond*.
- d) The bonding company must be approved to do business in the State of Connecticut.
- e) Bond review by the Town’s Corporation Counsel Office is normally complete in 1-2 business days.

3) License form

The online *License Application* in the ViewPointCloud system must be used to apply for a permit.

The fee for an annual license is \$35.00. We accept cash or check payments and, through the ViewPointCloud system, can accept credit cards and eChecks. Additional fees apply for online payments. All licenses expire on December 31st of the year issued.

Once a license is issued, a *Permit Application Form* must be submitted in the ViewPointCloud system. For all permits:

- a. A “Call Before You Dig” (DigSafe) number for the project.
- b. All contractors working for a utility company must provide a work order number

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

Note: Any sidewalk work performed in a State road right-of-way requires a permit from the Town in addition to the DOT Encroachment Permit.