



Plattsburgh, New York

Building Inspector
41 City Hall Place
Plattsburgh NY 12901
518-563-7707

Public Works
215 Idaho Avenue
Plattsburgh, NY 12903
518-563-6841

Water & Sewer
215 Idaho Avenue
Plattsburgh, NY 12903
518-563-1120

Date: _____

Utility Permit No. #U- _____

Application is hereby made to the Office of the Building Inspector to access public property for the purpose of installing, maintaining, excavating or utilization of city-owned land. All applications requiring building permits, as identified by New York State Law Part 440 must comply with the NY State Building Codes. All approvals must adhere to the conditions stated within this form.

Location of Request: _____

Applicant: _____ **Phone#:** _____

Address: _____

Please identify the owner of the property of which service will be provided for:

Owner: _____ **Phone#:** _____

Address: _____

Contractor: _____

Project Description: _____

Service Request: The applicant must notify the Department of Public Works or the Water and Sewer Department 24 hours in advance of service.

The applicant is requesting the city to provide services and agrees to pay all associated fees.

Water Tap: _____ **Sanitary Tap:** _____ **Storm Tap:** _____ **Street Opening:** _____

Permit Fee is based on requested services and/or access. Total Fee: _____

Insurance Carrier: _____

Applicant Signature & Date: _____

Building Inspector: _____ **Approval Date:** _____

REQUIREMENTS:

Water & Sewer Permit - required whenever anyone connects to the City water and sewer mains.

Street Opening Permit- required whenever anyone excavates in a City street right-of-way (sidewalk to sidewalk).

Application: Permit applications shall be filed and issued at the Building Inspector's Office, 41 City Hall, Plattsburgh, NY. They will also be on file in the Water & Sewer Department, 215 Idaho Avenue, Plattsburgh, NY 12903.

Regulations:

1. The excavator is responsible, according to the requirements of the NYS Industrial Code Rule No.53, for contacting all the Operator's of Underground Facilities and locating any such facilities in the work area. The Underground Facilities Protective Organization telephone number is 1-800-962-7962. NYS law requires a two working day notice.
2. As per Common Council resolution adopted May 26, 1988, the following insurance requirements are in effect: The contractor or person responsible for excavation must have public liability insurance BI/PO \$1,000,000 aggregate. All policies must be on the comprehensive form and the City must be named additional insured. Home owners do not have to purchase additional insurance if they provide evidence of home owners liability with \$300,000 S.L. and are doing the work without sub-contracting.
3. Underground sewers shall be constructed with City approved material.
4. Underground water supply lines shall be copper tube of type K. The copper tubing shall be hot rolled and flared or compression fittings only shall be used.
5. The Water & Sewer Department will, upon receipt of the permit request, schedule the water and/or tap.
6. The Water & Sewer Department for a 1" or less water service will tap the water main and provide the corporation stop, curb stop and curb box and install the service from the main to the curb stop at no charge. The water service beyond the curb box shall be installed by the applicant at his expense and must be inspected and approved by Water & Sewer Department personnel before the trench is back filled.
7. The Water & Sewer Department will make the sewer tap and the owner must supply all the piping, fittings, and materials from the sewer main to the property. The owner is responsible for all costs for labor and materials.
8. The Water & Sewer Department for a water service line larger than 1" and up to 12", will if requested, tap the water main and the owner is responsible for all costs for labor and materials.
9. The owner, or his contractor, must excavate and backfill the trench at his own expense, replace broken sidewalk and curb, according to the specifications of the City of Plattsburgh and pay for the cost of replacing the pavement.
10. All excavated pavement shall be removed from the site and not used as backfill in the ditch.
11. Trenches shall be back filled and compacted to at least 12" above the top of the piping with clean earth, sand or screened gravel. which shall not contain boulders, cinders, or other substance which may damage or break the piping or cause corrosive action.
12. Clean fill shall be placed in the ditch and at least 12" of gravel must be placed on top of the refilled ditch.
13. The applicant is responsible for the excavation and must maintain the ditch until the Public Works Department patches the roadway.
14. Pursuant to an ordinance dated June 4, 1991, there is a \$100.00 fine for unauthorized turn-on or turn-off of water service and fire hydrants. In addition, there is a \$30.00 charge to turn all water off and \$30.00 to turn all water on.
15. Utilization of City property must comply with building codes. Applications must identify location, materials and construction technique necessary to provide maximum public protection.