



TOWN OF HANOVER, NEW HAMPSHIRE  
PUBLIC WORKS DEPARTMENT  
PO Box 483, 194 Lebanon St  
TEL. 643-3327 ♦ FAX. 643-0736

## **EXCAVATION PERMIT GUIDELINES**

### **Application & Permit**

- ***Application must be filled out by party responsible for excavation.***
- The application fee of one-hundred dollars (\$100.00) is non-refundable. Check should be made payable to the **Town of Hanover**. Alternatively, the fee may be paid by credit card by calling the Public Works Department during business hours (subject to processing fee of \$2.75).
- Diagram of location and any other related materials is required for review.
- Dig Safe Authorization Number and Effective Date is the responsibility of the contractor.
- Application **may require** presentation of permit application/permit package in its entirety and explaining scope of work to the Chief of Police and Fire Chief (or their designee), whom may require certain conditions be met (i.e.; emergency access to road, state certified flag person, etc.).
- Upon approval of the Police and Fire Department, the application may then be reviewed by the Public Works Department for final processing and approval.

### **Trench Excavation Specifications (on following pages):**

- It is the contractor's responsibility to contact Public Works if there are any questions or if unclear about what is required.

### **Performance Bond & Certificate of Insurance (examples on following pages):**

- Bond amount will be determined by the Director of Public Works or his designee.
- Attached is an example Performance Bond. Insurance companies may use their own form. **Please inform your insurance company that this is a 2-year bond and that it should not automatically expire at the end of its term.** The Town of Hanover authorizes the release of this bond. The contractor may request reduction or release of bond/monies at the end of 18 months.
- Irrevocable Letter of Credit is also acceptable in place of a bond.
- Certificate of Insurance:
  - Must name Town of Hanover as Additional Insured
  - Minimum coverage:  
General liability insurance in the amount of \$1,000,000 per occurrence and \$2,000,000 aggregate, including the Town of Hanover as an additional insured on a primary and noncontributory basis.

### **Include These Items with Your Application:**

- Permit Application
- Sketch or Diagram
- Original Performance Bond
- Original Certificate of Insurance Naming Town of Hanover as Additional Insured
- Permit Fee (indicate method of payment on application)

**NOTE:** No permit will be approved and work cannot start until all paperwork is completed and turned in. This includes a **Completed Permit Application, Sketch or Diagram, Original Performance Bond** (if required), **Certificate of Insurance**, and the **Permit Fee** (unless waived by the Director of Public Works or Town Manager.)