



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.)