

CITY OF MELROSE
DEPARTMENT OF PUBLIC WORKS
ENGINEERING DIVISION PERMIT REQUIREMENTS

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| • GENERAL
CONSTRUCTION
(TRENCH) | • SITE WORK | • STREET
OCCUPANCY | • STORMWATER |
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GENERAL CONSTRUCTION (TRENCH) PERMITS:

- For water, sewer, or gas service connection replacements or main repairs, 100 linear feet or less
- Contractor to be bonded and insured - \$5,000 per location: OR \$50,000 blanket bond
- Description of work required
- Contractor to notify Engineering a minimum of **72 hours** in advance (unless emergency) for markouts and approval; **24 hours** in advance for inspection
- City to sign/approve trench permit form prior to start of ANY work (unless emergency)
- Contractor responsible for police detail
- Contractor to notify Engineering when work is complete
- **For water shut-offs:** Notify water department scheduling at least 72 hours in advance
- **No permits** approved for excavation in streets paved within last 5 years, except under emergency conditions

SITE WORK PERMITS:

- For trenches longer than 100 linear feet, soil exploration, or site disturbance of more than ½ acre
- Stamped plans required for trenching or site work
- Plan of work locations for test pits or borings
- Same requirements as above, except soil exploration will not require a bond but will require proof of insurance

STREET OCCUPANCY PERMITS:

- To be submitted for dumpsters or PODS; seasonal outdoor dining patios; block parties; etc.
- Good only for specific dates or range of dates; notify **72 hours** in advance
- City Engineering and Police Department to approve location prior to issuing permit
- Contractor/Permittee/POD vendor to provide certificate of insurance listing City as Additional Insured
- For outdoor dining, prior approval by Melrose Liquor Commission for alcohol sales (if applicable)
- Permittee responsible for police detail (when required)
- NO Street Occupancy between November 15 and April 15.

STORMWATER PERMITS:

- In accordance with Article 228, Section V, of the City of Melrose Ordinance, any work that will significantly alter the drainage patterns of an existing site, whether new development or redevelopment, will require a City of Melrose Stormwater Permit.
- All stormwater infrastructure shall be inspected by the Engineering Division prior to backfill.
- All stormwater pollutant load reductions shall be demonstrated through engineering calculations or modeling by the applicant, using current acceptable standards and methods.
- Applicant must comply with all other applicable State and Federal Stormwater rules and regulations.

ALL PERMIT FEES, AS DEFINED IN CURRENT FEE SCHEDULE, TO BE PAID AT TIME OF APPLICATION. CHECK ONLY.