

CITY OF BEVERLY
RULES AND REGULATIONS – OPENING OF STREETS & SIDEWALKS

ANY PERSON WISHING TO EXCAVATE IN ANY STREET OR SIDEWALK IN THE CITY OF BEVERLY MUST OBTAIN A STREET OPENING PERMIT AT THE ENGINEERING OFFICE IN CITY HALL BEFORE WORK IS BEGUN.

To obtain a street opening permit:

- 1) **CONTRACTORS MUST BE** on the list of licensed excavators in Beverly. To qualify for the Excavator's License, an applicant must make a request in writing that he/she be licensed and direct it to the City of Beverly Engineering Office.

Accompanying the request should be:

- a) A **CERTIFICATE OF INSURANCE** naming the City of Beverly as an additional party insured as their interest may appear, with a combined single limit of \$1,000,000 comprehensive general liability insurance. Additionally, XCU coverage and worker's compensation must be included and listed on the insurance certificate. The insurance presented to the City must be current. Contractors are responsible for keeping the City informed of policy changes or renewals. Certificates of insurance are to be presented to the City upon license renewal. Failure to present current certificates of insurance could result in denial of licensure.
- b) **THREE (3) LETTERS OF REFERENCE** from cities or towns where similar work has been performed. References must include a brief description of services that were performed as well as contact information (name, position, phone #).

The Excavator's License is an annual license. It requires a **LICENSING FEE OF \$150.00** payable to the City of Beverly. Contractor's are responsible for renewing their license. All Excavator's licenses expire on December 31.

- 2) The applicant must at the time of application **PRESENT A VALID DIG SAFE NUMBER.**
- 3) A **PERMIT FEE OF \$100.00** payable to the City of Beverly is required to obtain a street opening permit. Each street opening requires its own individual street opening permit fee. Street opening permits are valid for one (1) month from the date the permit is issued. Street opening permits are void after that period. An additional permit must then be issued to continue work.

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- 4) The applicant **MUST SUBMIT A CHECK** payable to the City of Beverly **FOR \$1000.00 OR \$10.00 PER LINEAR FOOT OF TRENCH**, whichever is greater for each opening. Upon completion of the work and proper patching, a portion of the money will be released. The remainder will be released upon final proper patch according to our specifications.

Further Requirements and Conditions

In the case of excavation in Rantoul St, Gloucester Crossing or Sohier and Tozer Roads, the City of Salem water division must also be notified.

Permits are required to perform any work on Water/Sewer mains or services, which are authorized by the Engineering division. All excavation involving water, sewer or drainage **MUST BE INSPECTED** by the Engineering Division prior to backfill.

Throughout the duration of work, the contractor must maintain adequate safeguards at the site of work being performed. This includes, when necessary, police protection. If it is necessary to close a street or to obstruct more than one lane of traffic, police and fire departments must also be notified. If the excavation is to be left overnight, the area involved must be properly covered, horsed, signed, and lit with flashing beacons.

