

# MEMORANDUM

## CITY OF MERIDEN DEPARTMENT OF PUBLIC WORKS



TO: Contractors

FROM: Robert J. Bass, P.E.  
Director of Public Works

SUBJECT: Permits and Bonds

DATE: May 28, 2013 **REVISED SEPT 3, 2013**

Effective July 1, 2013, the Engineering Division of the Department of Public Works is implementing the following changes to our Permitting and Bond requirements/procedures.

### **Permitting**

Permit applications will be accepted between 8:00 A.M. and 5:00 P.M. and generally be reviewed and approved within 3 to 4 days. Completed permits may be picked up between 8:30 A.M. and 11:30 A.M. Accurately submitted applications will assist in meeting these time frames. Permits will no longer be issued immediately when applications are dropped off.

Please note the City is moving to electronic permitting which is anticipated to begin around August 1, 2013. This will allow permits to be submitted 24 hours a day. For those without access to a computer, applications may be faxed to 203-630-4025. A follow-up telephone call to confirm receipt is requested.

Sketches/drawings showing the limits of work are required.

Permit inspections will be completed based on the following time frames. Contractor is responsible for notifying the City that they desire an inspection.

- Asphalt driveways – 3 months
- Grass areas – 6 months
- All concrete work – 12 months
- Roadway – 24 months (permanent pavement repair in place for 12 months)

### **Bonds**

Engineering will begin accepting surety bonds with a value up to \$50,000. The bond **will not be released** until all work associated with the bond is completed. Multiple permits may be applied to a single bond.

The following bond costs will be used in determining the bond balance:

- Bituminous driveways/aprons and grass areas - \$1,000
- Asphalt and Concrete sidewalks/curbs/concrete driveway ramps/handicapped ramps - \$4,000
- Roadway area - \$2,000 per 75 Linear Feet – No prorating

### **Drain Layers Bond**

As per City Code, a \$4,000 drain layers bond is required. Bonds are issued on a yearly basis effective January 1. The City will verify all licenses utilizing the Department of Consumer Protection data base. If a license can't be verified, a permit will not be issued.

These changes are made with the expectation of reducing the time required for a contractor to receive a permit, thereby providing a saving to you.

Revised Sept 3, 2013