



ENGINEERING DEPARTMENT

444 West Grand Ave. Wisconsin Rapids, WI 54495-2780

(715) 421-8251 • (715) 421-8291 FAX

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Excavating Checklist

The following is a checklist of requirements for excavating contractors:

1) License and Bond

Prior to excavating, the Contractor must **first** be licensed and bonded to the City of Wisconsin Rapids for the current calendar year from January 1, 2021 to December 31, 2021. The annual fee for the license is \$50.00 along with providing a performance bond to the City of Wisconsin Rapids in the amount of \$10,000.

2) Excavating Permit

The contractor must provide an excavating permit prior to each project. The fee for each excavating permit is \$150.00 for working on City utilities (sanitary and storm) and \$50.00 for working on non-City utilities. \$100.00 of the charge for the City utilities permit will be returned to the contractor after "to scale as built" drawings are provided to the City. **Failure to obtain a permit prior to excavating can result in a citation in the amount not to exceed \$200.00.**

3) Degradation Fee

A degradation fee will be applied to any excavation permits that requires the contractor to cut and excavate within the street. Asphalt repairs will be a minimum of ½ of the roadway from the centerline of the roadway and a minimum length of 10'. For a 32' wide asphalt street, it would require a minimum 10' x 16' asphalt patch.

4) Concrete and Asphalt

Prior to the approval of the excavating permit, the excavating contractor must provide an approved licensed and bonded concrete and asphalt subcontractor on the excavating permit, if concrete and asphalt work is needed for the project. Also a concrete permit and asphalt permit is required prior to the approval of the excavating permit.

5) Traffic Control

Plumbers and excavators are responsible for providing traffic control to protect the public during excavation process. Traffic control must be done in accordance with the US Department of Transportation's Manual on Uniform Traffic Control Devices. The contractor can request traffic control to be done by the City at the cost of the contractor.

6) Schedule of Work

Please provide the schedule, including approximate beginning and ending dates for the excavating work, prior to the approval of the excavating permit.

7) City Inspection

Please call City Engineering (715-421-8205) for City inspection of the sewer main and lateral connection in the City right-of-way.

8) Diggers Hot Line

All contractors must secure a Diggers Hot Line location of utilities prior to excavating.



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Excavating Requirements

The following is a partial list of requirements for excavating contractors:

Any person or his agent who requests to excavate in the City right-of-way must **first** be registered and obtain an excavation permit from the Engineering Department. The fee for registration is **\$50.00** and the fee for each excavating permit is **\$50.00**. This registration covers the calendar year from January 1, 2021 to December 31, 2021. A permit will not be issued until a current bond in the name of the City of Wisconsin Rapids for the amount of \$10,000 is on file in the Engineering Department as required by MC 6.25(5)(a)(3). If your bond is not current, you will need to provide the City with a current bond. A current proof of insurance document is also to be on file in the Department. **Failure to obtain a permit prior to excavating can result in a citation in the amount not to exceed \$200.00.**

All plumbers & excavators must secure a Diggers Hot Line location of utilities prior to excavating.

Degradation Fee - A degradation fee will be applied to any excavation permits that requires the contractor to cut and excavate within the street. Asphalt repairs will be a minimum of ½ of the roadway from the centerline of the roadway and a minimum length of 10'. For a 32' wide asphalt street, it would require a minimum 10' x 16' asphalt patch.

When Working with City Utilities (sanitary & storm) - Permittee shall provide the department "to scale as built" plans within 30 days after the completion of the installation of their facilities. The "to scale as built" plans shall show the location of the Permittee's facilities including the depth from a known reference. Failure to provide, "to scale as built" plans will cause the Permittee to be assessed the actual cost for the department to prepare these files. Failure to provide these plans may result in revocation of the Permittee's registration.

These permits are **\$150.00**. **\$100.00** of that charge will be returned to the contractor after "to scale as built" drawings are provided.

Plumbers and excavators are responsible for providing traffic control to protect the public during excavation process. Traffic control must be done in accordance with the US Department of Transportation's Manual on Uniform Traffic Control Devices. If traffic control is not done properly, the City will provide it at a cost to you.

All excavations must be back filled with suitable granular back fill to the bottom of the base course layer in one foot (1') lifts compacted to 95% of modified proctor density. Failure to compact back fill will require the excavation to be reopened and compacted correctly. Crushed aggregate base course will be used to fill the excavation from the bottom of the existing base course to the top of the existing asphalt or concrete surface.

At the time of the excavating permit application the licensed and bonded excavating contractor must determine if street surfacing, curb & gutter, and/or sidewalk would be replaced. If replacement is determined the excavating contractor is responsible for including a licensed and bonded asphalt and/or concrete subcontractor on the excavating permit. An asphalt and/or concrete permit will be required prior to the excavating permit being approved. Only licensed and bonded subcontractors or the City of Wisconsin Rapids will be approved as contractors and the licensed and bonded excavating contractor will be responsible for all costs. **A CONCRETE PERMIT is needed for curb, gutter, sidewalk and concrete pavement repair. An ASPHALT PERMIT is needed for asphalt pavement patches. All these permits can be applied for and obtained from the City Engineering Department prior to EXCAVATING PERMIT application approval (if applicable).**

For more information on excavating, please review the City of Wisconsin Rapids Municipal Code Chapter 6 Streets and Sidewalks and Section 6.25 Right-of-way Management.