To: Chair and Members
Public Works Committee

From: Scott Stewart, C.E.T.
General Manager
Public Works Department
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E-mail: sstewart@hamilton.ca

Date: October 15, 2007

Re: Excavation Permits Report CM07020 to Audit & Administration Committee
Staff Update on Permit Language (PW07133)

Council Direction:

In response to the Audit and Administration Committee Report 07-011 dated September 19, 2007 we would like to clarify the following item. Under the Information to Council section, item (e) the following direction was given to Public Works.

That the General Manager of Public Works be directed to report back to the Public Works Committee on the following:

The review of options to add a clause to excavation permits issued to private contractors, who require permits in order to cut into existing roads, stating that the contractor must remediate the road back to City Standards.

Information:

Current City Of Hamilton process does not allow private contractors or utilities to perform final restoration of City Roads. Annually the City issues a restoration contract and performs all the final repairs under supervision of a City Inspector to ensure uniform, acceptable road repairs.

The City Of Hamilton issues permits and informs the contractor or utility that they are responsible to firstly notify the City Of Hamilton when the work is complete and secondly maintain the road cut for a period until the City’s final repair contractor can restore the road permanently.

Please see the attached Excavation Permit example; specifically I refer to the conditions in bold outlined on the back of the permit.

Scott Stewart, C.E.T.
General Manager
Public Works Department
CITY OF HAMILTON  
Public Works Department  
EXCAVATION PERMIT

NAME OF CONTRACTOR: ________________________________

PERMIT NUMBER EP A

YOU ARE HEREBY GIVEN PERMISSION TO MAKE THE FOLLOWING CUTS:

STREET ____________________________ LOCATION ____________________________

DISTRICT ____________________________ SURFACE TYPE ____________________________ SIDE OF STREET ____________________________ CITY ____________________________
ROADWAY ☐ SIDEWALK ☐ ALLEY ☐ APPROACH ☐ PVD. BLVD. ☐ DRIVEWAY ☐ SOD ☐ PRIVATE WALK ☐ OTHER ☐ CURB ☐

REASON FOR CUT FINAL RESTORATION DONE BY ____________________________
INSTALL ☐ REPAIR ☐ P&D REPAIR ☐ OTHER ☐ DEMO. ☐ CONTRACTOR ☐ CITY ☐

FINAL RESTORATION PAID BY ____________________________
CITY ☐ CONTRACTOR ☐

DESCRIPTION OF REASON

ESTIMATED SIZE OF CUTS TO BE MADE (M)

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I HEREBY AGREE THAT THIS WORK WILL BE CARRIED OUT IN ACCORDANCE WITH THE REGULATIONS OF THE CITY OF HAMILTON AND I WILL BE RESPONSIBLE FOR THE REPAIR OF THIS CUT IN ACCORDANCE WITH BY-LAW NO. 3323 AND/OR BY-LAW NO. 777-109 OR ALL APPLICABLE BY-LAWS OF THE FORMER AREA MUNICIPALITIES IN WHICH THE WORK IS BEING PERFORMED.

PRINT & SIGNED ____________________________ APPROVED ____________________________ GENERAL MANAGER OR DESIGNATE ____________________________

ALL UTILITY COMPANIES MUST BE NOTIFIED 48 HOURS PRIOR TO COMMENCEMENT OF THE WORK

SEE REVERSE FOR CONDITIONS

NOTIFICATION OF COMPLETED CUT, MAIL OR FAX IN (SEE BACK)
CONTRACTOR ____________________________
NO. OF CUTS ☐

ACTUAL SIZE OF CUTS MADE (M)

TYPE OF CUT CODE
1. ASPH. ON CONC. ____________________________ x
2. ASPH. ON GRAN. ____________________________ x
3. CONC. SDWK. ____________________________ x
4. CONC. APPR. ____________________________ x
5. CONC. PIVNT. ____________________________ x
6. SOD ____________________________ x
7. OTHER ____________________________ x

W ____________________________ NRR ____________________________
SD ____________________________ OFFICE USE ONLY ☐
MC # ____________________________

THIS PERMIT EXPIRES ONE (1) YEAR FROM DATE OF ISSUE
Traffic Operations must be notified 48 hours prior to commencement of any work that may disrupt traffic.

- Road closures require permission from the General Manager of the Public Works Department and must be co-ordinated through the Traffic Section. Contact (905) 546-2424, Extension 3909.

- HSR requires 7 days notice if work is on a bus route and/or interferes with a bus-stop – 905-528-4200 for lane restrictions or 14 days for road closure.

- No Utility and/or Contractor is permitted to commence any works on major arterial streets during the hours of 7:00am to 9:00am and 3:00pm to 6:00pm Monday to Friday. With the exemption of emergencies on special permission from the Traffic Department and Operations Section.

- Contractor identification sign including 24 hour emergency number must be displayed at all times whether the site is attended or not.

- Wherever roadway plates are required, they must be saw cut in, flush with the road surface and be skid resistant.

- Please note: Anyone found responsible of having made a road cut without prior securing an excavation permit will be invoiced a surcharge or fifteen (15) percent over and above our 15% overhead charge on the total amount of the final restoration.

- The permit holder shall provide Traffic Protection Plans, for each cut location as required, to meet all requirements of the Ministry of Labour (Book 7 of the Ontario Traffic Manual, issued by the Ministry of Transportation) and the Occupational Health and Safety Act. A copy of each for the purposes of record shall be provided to the City inspector at the time of inspection.

- Contractor is responsible for the safe maintenance of the temporary cut until the City carries out final restoration. Normally within but not limited to one (1) calendar year.

- If emergency repairs are required to make a cut safe, and the responsible contractor is not available to respond immediately, the Road Operations Division will undertake the temporary repairs and invoice the contractor accordingly and will include 15% overhead charge.

**Maintenance of Cuts**

- In order for final restoration to be scheduled, the lower portion of completed Road Cut Permit must be returned to:

  The City of Hamilton  
  Public Works Department  
  77 James Street North, Suite 320  
  Hamilton, ON  
  L8R 2K3  
  Fax: (905) 546-2463

- Regardless, the permit holder is responsible to maintain all temporary restored areas until permanent repairs are initiated by the City.