

**APPLICATION & PERMIT**  
**For Construction or Activity within Street Right-of-Way**

City of Jackson Engineering  
161 W. Michigan Ave, Jackson MI 49201 (517) 788-4160 fax 1(877) 509-5389  
or email to: [ssykes@cityofjackson.org](mailto:ssykes@cityofjackson.org)

**PERMIT NO.** \_\_\_\_\_

The applicant hereby applies for a permit to Construct, Operate, Use and/or Close a public right-of-way in the City of Jackson at the following exact location: \_\_\_\_\_  
between \_\_\_\_\_ and \_\_\_\_\_  
and agrees to abide by the conditions set forth below.

Owner Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone No. \_\_\_\_\_  
Email \_\_\_\_\_

Contractor Name \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone No. \_\_\_\_\_  
Email \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Sidewalk          | <input type="checkbox"/> Sprinkler System (include plans) | <input type="checkbox"/> Dumpster               |
| <input type="checkbox"/> Driveway Approach | <input type="checkbox"/> Monitoring Well                  | <input type="checkbox"/> Lane or Street Closure |
| <input type="checkbox"/> Pavement Cut      | <input type="checkbox"/> Sewer                            | <input type="checkbox"/> Miscellaneous          |

Purpose (Description of work Activities) \_\_\_\_\_

**Anticipated Start Date:** \_\_\_\_\_ **Anticipated Completion Date:** \_\_\_\_\_

**ATTACHED TO THE APPLICATION:**

- |   |  |                                      |
|---|--|--------------------------------------|
| <input type="checkbox"/> Specifications | <input type="checkbox"/> Certificate of Insurance                | <input type="checkbox"/> Endorsement |
| <input type="checkbox"/> Plans          | <input type="checkbox"/> Performance and Guarantee Bond          |                                      |
| <input type="checkbox"/> Other _____    | <input type="checkbox"/> Monitoring Well Hold Harmless Agreement |                                      |

**City Use Only – Do Not Write Below this Line**

**CONDITIONS OF APPROVAL**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- The attachments marked below are a part of this permit:
- Standard Conditions to Permit (Pg 2 of 2)
  - Concrete Specifications
  - Sewer Specifications
  - Drive Approach Details
  - Sidewalk Details
  - Curb & Gutter Detail
  - Other \_\_\_\_\_

**NOTE: ALL INSPECTIONS REQUIRE MINIMUM 2 HOURS NOTICE.**

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

Acceptance of Completed Work: (Signature) \_\_\_\_\_ (Date) \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_

1. Unless otherwise stated hereon, this permit is valid for 30 days only.
2. The City Engineering Division shall be notified when the work is started, and all work shall be subject to the inspection and approval of Engineering. Call 788-4160 – MIN. 2-HRS NOTICE TO INSPECT.
3. The applicant will be responsible for the restoration of the street surface, sidewalk, parkways and lawns or any damage to property or structures caused by the construction covered by this permit. Maintenance of temporary restoration measures shall also be the applicant's responsibility. After completion of the work, all excess materials, debris, cuttings or dirt shall be disposed of, and the site left in a neat appearance.
4. **ALL CONSTRUCTION MATERIALS AND METHODS SHALL COMPLY WITH CITY OF JACKSON SPECIFICATIONS.** Applicable specifications or special instruction may be attached to this permit. Any facility for which this permit is granted that is not built according to specifications shall be removed, altered, or relocated at the applicant's expense when so ordered by City Engineering. All labor and materials shall be provided without expense to the City.
5. **THE APPLICANT SHALL PROVIDE, ERECT AND MAINTAIN ALL NECESSARY BARRICADES, LIGHTS, ADVANCED WARNING SIGNS, CONES, ETC., TO PROPERLY SAFEGUARD TRAFFIC WHILE THIS WORK IS IN PROGRESS ON ROADS AND STREETS WITHIN THE CITY OF JACKSON, ACCORDING TO THE MICHIGAN MANUAL OF UNIFORM TRAFFIC CONTROL DEVICES, PART VI.**
6. The Traffic Engineer shall be consulted regarding new driveway openings or enlargement of existing drives, or when it appears necessary to partially or wholly close a street to traffic because of construction or maintenance. The contractor involved shall be required to furnish the Traffic Division a signing plan prior to starting work. **ANY AND ALL WORK DONE BY THE CITY OF JACKSON SHALL BE BILLED TO THE APPLICANT.**
7. The applicant shall have this permit in his possession on the work site at all times.
8. **RIGHT-TO-COMPLETE** – Engineering has the right to demand completion by the permittee, or the performance surety, or to complete any activity which violates this permit, or which adversely affects the operation and maintenance of the City right-of-way or sewer system.
9. **REVOCATION OF PERMIT** – The permit may be suspended at will, and the Permit Holder shall surrender this permit and alter, relocate or remove its facilities at its expense at the request of the Engineer.
10. **HOURS** – City Code Sec. 17-78 prohibits construction noise from 6pm to 7am and on Sundays.
11. The applicant shall indemnify, defend and save the City of Jackson, its agents, servants, employees, officers or representatives (hereinafter The City) harmless from and against all costs, losses, claims, demands, suits, actions, payments, judgments, or expenses, legal or otherwise, which may occur, arise or alleged to have occurred or arose from personal injuries, property damage, bodily injury, or otherwise, brought or recovered against the City by reason of any act or omission, without limitation or exception, of the applicant, its agents, contractors, servants, employees, or the representatives, in the course of, or arising out of the performance, execution or guarding of all work or services relating to this permit. However, this provision does not indemnify, for the sole negligence of the City, in those situations described in Act 165 of the Public Acts of Michigan of 1966, as amended.
12. The applicant, if a contractor, shall provide evidence of commercial general liability and automobile liability coverage in amounts of at least \$500,000.00 per each occurrence and \$1,000,000.00 aggregate. Limits for permits involving underground work or work in the street shall be \$1,000,000.00 per occurrence and \$2,000,000.00 aggregate. In certain cases, additional coverage amounts may be required. If the permitted work involves explosives, blasting, excavating, trenching, tunneling, underground work, or other dangerous activity as determined by the City, the property damage liability coverage shall include standard explosive, collapse and underground coverage (XCU) in the amounts listed above. The contractor shall provide the City with a certificate of insurance naming the City as an additional insured on the general liability insurance. The insurance shall protect the City from all claims from bodily injury, death or property damage arising from performance of work by the contractor under the scope of this permit. The contractor will also provide an Endorsement to the Certificate of Insurance as per the sample provided at application.

**SPECIAL CONDITIONS FOR SPRINKLER SYSTEMS:** The owner shall assume all liability and responsibility for any damages that may occur to the sprinkler system as a result of City work within the right-of-way. The owner further must accept responsibility and liability for any damages in the street right-of-way resulting from the sprinkler system including, but not limited to, personal liability.

**72 HOURS BEFORE YOU DIG  
DIAL TOLL FREE – MISS DIG (800) 482-7171**