

# EXCAVATION PERMIT APPLICATION CHECKLIST



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## REQUIRED DOCUMENTS FOR EXCAVATION PERMIT

By checking each requirement you are stating that you have supplied correct and complete information. In the event that the required information is not contained in the submitted documents, you will be notified of the deficiency. Failure to supply the additional requested information within five (5) working days after notification may result in your application being delayed and eventually discarded. A new application, the original application, complete plans, and a new checklist will be required for re-submittal for plan review. This resubmittal will be treated as a new application and will be processed in the order of receipt.

1.  Completed permit application
2.  Five (5) copies of a site plan, drawn to scale and dimensioned showing the extent of the excavation
3.  If excavation exceeds 12 feet in depth, five (5) copies of the retention system design, drawn to scale and dimensioned, bearing the seal and signature of a registered Professional Engineer
4.  Five (5) copies of a completed Excavation Permit Supplement form (attached)
5.  Completed Special Inspections Checklist (attached)
6.  Tree Survey identifying any protected trees within 50 ft. of excavation or any construction activity.

I, \_\_\_\_\_ have read the above information and acknowledge that all required documents have been provided.

Please Print

Signature \_\_\_\_\_

Date \_\_\_\_\_



CITY OF DALLAS

Trace #: \_\_\_\_\_  
Project Address: \_\_\_\_\_  
Prescreener: \_\_\_\_\_  
Plan reviewer: \_\_\_\_\_  
Data: \_\_\_\_\_

**EXCAVATION PERMIT SUPPLEMENT**

Date \_\_\_\_\_ Address of Project \_\_\_\_\_

Block \_\_\_\_\_ Lot \_\_\_\_\_ Zoning \_\_\_\_\_

General Contractor Name \_\_\_\_\_ Phone \_\_\_\_\_

Excavation Contractor Name \_\_\_\_\_ Phone \_\_\_\_\_

PLEASE SPECIFY DATES EXCAVATION WILL EXIST: (from time work starts until construction is brought to grade and excavation is back-filled)

FROM \_\_\_\_\_, 20\_\_\_\_ THROUGH \_\_\_\_\_, 20\_\_\_\_

LIST PROPOSED ACCESS ROUTES TO AND FROM WORK SITE: (this route is subject to approval by Street and Sanitation Department)

LIST PROPOSED LOCATION OF DUMP SITES FOR THE EXCAVATION MATERIAL:

The safety and welfare of the public shall be the prime consideration of any firm or individual using the city streets or alleys as a haul route for materials removed from an excavation project. It shall be the entire responsibility of such firm or individual to prevent the spilling or tracking of materials on City streets or alleys and to immediately remove and clean from the streets and alleys any accidental spillage or trackage resulting from the operations; or to replace or repair any street or sidewalk damaged as a result of the operations.

Failure to provide sufficient clean-up force to maintain the haul route in a clean and safe condition at all times will result in the Director of Street and Sanitation or his duty authorized agent halting any further hauling operations until clean-up is provided. The sufficiency of the clean-up force and equipment and methods employed will be determined by the Director of Street and Sanitation Services or his duty authorized agent.

SIGNATURE \_\_\_\_\_ Date \_\_\_\_\_

Print name and phone number of contact person.

Name \_\_\_\_\_ Phone \_\_\_\_\_