

PERMIT REQUIREMENT CHECK LIST

Explanation of all backfill and concrete specifications (see reverse side of permit). Or see attached details in your permit package.

Applicant must obtain underground utility mark out reference number(s) CALL BEFORE YOU DIG (1-800-272-1000).

Work being done inside signalized intersections requires that the Traffic Section be notified by the Contractor so a print of intersection can be obtained (Traffic Maintenance Section (973) 293-3366, extension 2330).

Local Police should be contacted for traffic control 48 hours in advance (if road is to be closed a traffic control print showing detour is to be submitted for approval by the County Engineer). All County, NJDOT and OSHA standards, rules and regulations are to be adhered to (Mandatory).

Inspection Section is to be notified twenty-four (24) hours in advance of working the County right-of-way. Jobs are NOT to start on FRIDAYS or HOLIDAYS unless an emergency situation. Working Hours are from 9:00am to 3:00pm unless stated otherwise by the Essex County Engineer. Office hours 8:00am to 4:00pm Mon. to Fri. Call 973-226-8500 x2480/2590 for further information.

- Certificate of Insurance naming "County of Essex" as additional insured, coverage to be at least One Million Dollars in Liability. And location of job site.
- Emergency phone numbers (**Home, Mobil & Office numbers**) of at least two separate people to be obtained.
- Planning Board approval letter to be obtained prior to issuance of permit (**parking lots and Commercial Developments require Essex County Planning Board Approval**).
- Roads resurfaced within the "**PAST FIVE (5) YEARS**" require a letter of approval from the County Engineer prior to issuance of permit.
- Explanation of all inspection fees \$100.00 inspection fee and inspection fees for Site Plans and Sub-Divisions).
- Applicants mailing address.
- Address of where bond amount/Performance Guarantee is to be returned.
- Checks are to be certified or Money Orders and Payable to the "County of Essex" (permit fee and Inspection fees are to be included in one check). \$100.00 permit fee and \$100.00 per inspection fee.
- Explanation of Letter of Credit to be approved by County Counsel prior to issuance of permit.
- Explanation of how long P.G. money will be held. (**All Performance Guarantees can be held up to one year after total completion of work in the Essex County right-of-way**). All performance guarantees are 100% refundable as long as all work performed is satisfactory and passes final inspection.

Driveway Information

Driveway widening needs to be looked at in the field by the Inspector for approval prior to issuance of permit and approval by the County Engineer.

*Brand new driveways to access Essex County roads need plans submitted for review prior to issuance of any permits. 100' frontage is required for a double driveway unless approved by the Essex County Engineer.

*(For additional information please see attached Permit rules, regulations and requirements in your permit package.)