



# TOWN OF HAMDEN

## ENGINEERING PERMITS



Government Center  
Engineering Department  
2750 Dixwell Avenue, 3<sup>rd</sup> Fl  
Hamden, CT 06518  
Tel: 203-287-7040  
Fax: 203-287-7045  
Office Hours:  
Monday - Friday  
8:30am – 4:30pm

**The Engineering Department issues permits for the following work within the Town's Right of Way:**

1. Street Excavation
2. Driveway Apron Construction
3. New Sidewalk Construction and Existing Sidewalk Replacement
4. Storm Facilities Construction
5. Sanitary Facilities Construction
6. Utility Construction

**All Contractors must have the following current documents filed in the Engineering Department before any permits are issued:**

1. Certificate of Liability Insurance ACORD Form. See our website or call office for limits
2. Indemnity Bond of Sidewalk Contractor and/or Surety Excavation Bond no less than \$10,000.

**Sidewalk Permits** covers work associated with driveway aprons, curbs and sidewalks on the town's right of way.

1. All sidewalk contractors must obtain a Hamden Sidewalk License issued by the Engineering Department (apply in person)
  - a. \$100.00
  - b. Valid for one calendar year.
  - c. ***Sidewalk permit fee: \$50.00 per site***

**Excavation Permits** covers all operations that will require excavation within the Town's right of way, backfilling and restoration.

1. ***Excavation Permit fee: \$95.00 or \$150 per 500 linear feet or portion thereof for long trenches***
2. Permanent Patch Fee: \$900.00 – Minimum
3. Contractor is responsible for maintaining temporary patch for one year
4. The use of a uniformed police officer(s) shall be required for all excavations, construction work and repairs on public streets, road closures and work performed adjacent to roadways that significantly restrict said roadway to traffic and create a traffic hazard, or when construction is performed upon any part of town or state roadways, when deemed a hazard by the Chief of Police or his/her designee, due to the effect on traffic patterns and flow at the time of the work, for the purpose of traffic control and public safety. Such officer(s) shall be authorized by the Police Department and the cost of same be charged directly to the permittee or company performing such work. Where such officer(s) provides services to

more than one permittee, each permittee shall be responsible proportionately for such expense. §97.03 (C)

5. No excavations shall be made in a street that has been reconstructed or resurfaced within the last five years. When excavations are deemed unavoidable by the Director of Public Works or his designee, they will be subject to special restoration requirements according to standard detail regulations as established and promulgated by the Director of Public Works, with the advice of the Town Engineer as needed. §97.03 (F)
  - a. If excavation is done on one side of the street, streets paved 3-5 years prior, permanent patching must be done from center of the street to the curb.
  - b. If excavation crosses the center line, streets paved 0-2 years prior, permanent patching must be done from curb to curb.
  - c. Patching shall be cut back 12” outside from edge of trench.

**Permit application forms are available in the Engineering Department only.**

1. All permits require a “Call Before You Dig” number to be included on the application
2. All permit applications must be signed by the Hamden Police Department before being submitted to the Engineering Department for approval.

**Frequently Asked Questions**

**Q: Can someone tell me where my property line is?**

**A:** Our survey crew is responsible for surveys on Town properties and establish street lines and to verify or prevent encroachments with the Town’s Right of Way. Private property surveys are conducted by land surveyors. You can refer to the Yellow Pages under "Land Surveyors" to find one.

**Q: Who is responsible to repair the sidewalk/curb in front of my house?**

**A:** The property owner is responsible to maintain the sidewalks clear of any debris, snow, or vegetation. The Town will conduct repairs as our sidewalk repair protocol.

**Q: Is my house connected to the sanitary sewer system?**

**A:** Individual connection information is available from the **Greater New Haven Water Pollution Control Authority (GNHWPCA)** at (203) 466-5281.

Septic system information is available at the **Quinnipiac Valley Health District** office in North Haven, (203) 248-4528.

**Q: Who is responsible to maintain the sanitary lateral?**

**A:** The homeowner is responsible to maintain the sanitary lateral from the house to the sewer main.

**Q: Where do I get information regarding water, gas, and telephone services?**

**A:** Water services are provided by the **Regional Water Authority**, (203) 624-6671.

Gas services are provided by **Southern CT Gas Co.**, (203) 787-6121.

Telephone services are provided by Southern New England Telephone Co., (203) 771-6511.

ENGINEERING DEPARTMENT IS TO BE NOTIFIED OF ANY WORK BEING DONE WITHIN THE TOWN'S RIGHT OF WAY:  
Tel: 203-287-7040