

City of Winona, Minnesota
2004 GUIDELINES AND PROCEDURES FOR DRAIN LAYERS

Drainlayer licenses run from April 30, 2004 through April 30, 2005 and must be renewed annually. In order to keep your license active, you must have on file with the city a current certificate of liability insurance and a bond.

Failure to comply with the procedures outlined below may result in the City's not issuing permits in the future until all requirements are done for each job and may also result in the City's failing to renew your Drainlayer's License.

PERMITS: Sewer, Water and/or Right-of-Way Permits are required **before** you begin any work on storm sewer, sanitary sewer, or water outside of the building envelop and **must be displayed on the job site**. Failure to obtain required permits is a direct violation of City code and may be cause for suspension or non-renewal of your license.

FEES: The fees associated with the Sewer, Water and/or Right-of-Way Permit is indicated on the application form. As an alternative to stopping in our office, you can mail or fax these applications to us. However, if the permit is for work being performed that day, you will need to pick the permit up at the Engineering Office prior to starting the job. Payment must accompany the application for permit, unless you have a charge account with the City of Winona. If you have not already done so, you might want to set up a charge account in which the Finance Dept. will invoice all permit activity and send a monthly statement to you.

EMERGENCY: Means a condition that (1) poses a danger to life or health, or of a significant loss of property; or (2) requires immediate repair or replacement of facilities in order to restore service to a customer.

INSPECTIONS: All work must be inspected before it is covered up so the City of Winona can make a record. These records are essential to the City of Winona, the general public, and you the contractor. Therefore, please follow these guidelines:

1. *Inspections will be made only if the contractor has obtained the required permit.*
2. *The pipe must be exposed for inspection. Covering the pipe prior to inspection will not be tolerated. If covered, the pipe will have to be re-exposed.*
3. *Inspections will be done only from 7:00 a.m. until 3:00 p.m. Monday through Friday.*
4. *The contractor shall give the City a minimum of two hours notice during working hours prior to inspection.*
5. *Underground work done on a weekend must be kept open for a Monday inspection.*

HOLE EXCAVATION RESPONSIBILITY: (As of 1/1/2003)

Any person or persons who excavate in city right-of-way, which means any hole dug in boulevard, streets, alleys, cartways, easements, seal coated streets, etc., must put temporary patch in at time such utility hole is filled in. A permit is required prior to digging in the right-of-way. The contractor will have 90 days from the date of issuance of the right-of-way permit to put permanent patch in place at their expense.

Concrete pavement must be replaced with concrete. Asphalt and sealcoat pavement is to be replaced with hot mix asphalt. Aggregate is to be replaced with aggregate. All other surfaces to be replaced with topsoil and seeded.

Utility permits issued between October 15th and April 1st will be required to have permanent patch in place no later than May 31st. Any settling of the permanent patch within 1 year of inspection will be required to be redone at the contractor's expense. Prior to the city contracting for repair, the permittee will be notified and given the opportunity to correct.

Utilities which the city repairs on a contractual basis will be subject to an administration fee of 2% of contract cost. This is to cover billing costs.