



**Salem Municipal Services**  
**Engineering Division**  
Tel. (603) 890-2030 Fax: (603) 898-1223  
**Permit Application**

This application must be filled out in its entirety in order to obtain a permit. Work shall not start until a valid permit has been issued. The contractor must have the necessary Bond and copies of Certificate of Insurance for General Liability and Workman's Compensation Insurance on file with the Town of Salem Engineering Division. It is the contractor's responsibility to notify the Engineering Division and Utility Division a minimum of forty-eight (48) hours in advance of starting the work to schedule an inspection.

**Property/Location Information:** Application Date: \_\_\_\_\_

Name of Owner: \_\_\_\_\_ Description of Work: \_\_\_\_\_

Property Address: \_\_\_\_\_

Map: \_\_\_\_\_ Lot: \_\_\_\_\_ Phone #: \_\_\_\_\_

Building Type: ☐ New ☐ Existing ☐ Residential ☐ Commercial ☐ Industrial

**Contractor Information:**

Contractor: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City/Town: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Phone #: \_\_\_\_\_ Emergency #: \_\_\_\_\_

Work Start Date: \_\_\_\_\_ Work End Date: \_\_\_\_\_

Dig Safe #: \_\_\_\_\_ Sight Distance: \_\_\_\_\_

(Street Opening – Continued on Back)

(Driveway Permit Only)

Check below permit type applying for.

Note only one permit type allowed per application.

Traffic Management Plan Approval

Police Department \_\_\_\_\_

	Permit Type	Fee	Bond Type	Bond Amount
<input type="checkbox"/>	Driveway	No Charge	Utility	\$1,000
<input type="checkbox"/>	Gas Service	\$200	Street Opening	\$5,000
<input type="checkbox"/>	Grease Interceptor	\$100	Utility	\$1,000
<input type="checkbox"/>	Sewer	No Charge	Utility	\$1,000
<input type="checkbox"/>	Street Opening	\$350	Street Opening	\$5,000
<input type="checkbox"/>	Water	No Charge	Utility	\$1,000
Please note if work includes going into any part of the right-of-way a \$5,000 Street Opening bond is also required.				
For Street Opening Permit additional bonding may be required depending on extent of excavation.				

By undersigning, the Permittee acknowledges that he/she has read and hereby agrees to abide by the Town of Salem Street Excavation Permit Regulations. The Permittee, as a condition of the permit, shall agree to indemnify and protect the Town of Salem against any and all liability, claims or demands for injuries or damage, including claims for loss of interruption of business in cases where the encumbrance or construction impedes the flow of traffic to any person or property arising out of activities of the Permittee, its servants, employees, agents, representatives or sub-contractors. The Town of Salem in no case assumes any responsibility or liability by reason of granting this permit.

Where Applicable, in accordance with RSA 72:23, I(b), this agreement is made between the parties subject to the condition that the Owner/Operator shall pay all properly assessed real and personal property taxes. Failure of the Owner/Operator to pay duly assessed personal and real taxes when due shall be cause to terminate this agreement. In accordance with the requirements of RSA 72:23, I(b), the Owner/Operator shall be obligated to pay real and personal property taxes on structures or improvements added.

Permittee Signature \_\_\_\_\_

**Street Opening (Continued):**

Has plan been filed? ☐ Yes ☐ No      Current Certificates of Insurance and Bond on file? ☐ Yes ☐ No

Excavation Location: \_\_\_\_\_

Excavation Type: ☐ Open Cut ☐ Other: \_\_\_\_\_

Approximate Excavation Size:

Length \_\_\_\_\_ Width \_\_\_\_\_ Sq. Ft. \_\_\_\_\_ Depth \_\_\_\_\_

Total Sq. Ft. Pavement Impact: \_\_\_\_\_

(Impacts to asphalt pavement, concrete, brick, or other durable surface areas within the public right-of-way)

Total Sq. Ft. Infrastructure Impact: \_\_\_\_\_

(Impacts to sidewalks, grassed areas, and other non-pavement areas within the public right-of-way)

**Town Use Only:**

Fees: ☐ New Permit ☐ Renewal

Administration and Inspection Fee:                      \$   \$350   (Non-Refundable)

Street Damage Fee:

\_\_\_\_\_ ft<sup>2</sup> x \$7.50/ ft<sup>2</sup>:                      \$ \_\_\_\_\_

Infrastructure Damage Fee:

\_\_\_\_\_ ft<sup>2</sup> x \$5.00/ ft<sup>2</sup>:                      \$ \_\_\_\_\_

Pavement Life Reduction Factor:                                      \$ \_\_\_\_\_

<2 yrs old – 3 x street damage fee

2-5 yrs old – 2 x street damage fee

>5 yrs old – no pavement life reduction factor

**Total Due:**                                      \$ \_\_\_\_\_

Field Verification of Excavation Size: \_\_\_\_\_

Additional Fees:                                      \$ \_\_\_\_\_

Final Approval: \_\_\_\_\_

Date: \_\_\_\_\_