

City of Austin



**500 Fourth Avenue NE  
Austin, Minnesota 55912-3773  
Phone: 507-437-9940**

**[www.ci.austin.mn.us](http://www.ci.austin.mn.us)**

## EXCAVATION LICENSE

### NEW LICENSE REQUIREMENTS

- General Application for License
- Engineers Rules & Regulations, signed
- Certificate of liability insurance
- Copy of bond
- \$10 application fee
- \$50 annual fee. May be prorated. \$25 minimum.

OFFICE USE ONLY

License No. \_\_\_\_\_

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

Receipt No. \_\_\_\_\_



**City of Austin**  
**General Application for License**  
City of Austin ♦ 500 4<sup>th</sup> Avenue NE

New License

Renewal

Transfer

**SECTION A**

License Type:

Fee:

**SECTION B**

Applicant Name:

Type of License:

Individual Owner    Corporation    Partnership *(Corporations and partnerships must complete Section C)*

Business Name:

Business Phone Number:

DBA:

DBA Address:

City:

State:

Zip:

Correspondence Mailed To:

Corporate    DBA

**SECTION C:** *Corporations and partnerships must complete this section.*

Corporate Name:

Corporate Phone Number:

Corporate Address:

City:

State:

Zip:

Name:

Title:

Address:

City:

State:

ZIP:

Name:

Title:

Address:

City:

State:

ZIP:

**SECTION D. Tax Identification Information**

Pursuant to Minnesota Statute 270C.72, the licensing authority is required to provide to the Minnesota Commissioner Revenue your Minnesota business tax identification number and the social security number of each license applicant. Under the Minnesota Government Data Practices Act and the Federal Privacy Act of 1974, we are required to advise you of the following regarding use of this information:

- This information may be used to deny the issuance, renewal or transfer of your license in the event you owe the Minnesota Department of Revenue delinquent taxes, penalties, or interest;
- Upon receiving this information, the City of Austin will supply it only to the Minnesota Department of Revenue. However, under the Federal Exchange Information Agreement, the Department of Revenue may supply this information to the Internal Revenue Service.
- **Failure to supply this information may jeopardize or delay the processing of your license issuance or renewal application.**

Applicant's Name (Last, First, MI)		Social Security Number	
Home Address	City	State	ZIP
Business Name			
Business Address	City	State	ZIP
Minnesota Business ID Number	Federal Tax ID Number		

**SECTION E. Certification of Compliance for Minnesota Workers' Compensation**

Minnesota Statute Section 176.182 requires every state and local licensing agency to withhold the issuance or renewal of a license or permit to operate a business in Minnesota until the applicant presents acceptable evidence of compliance with the workers' compensation insurance coverage requirement of MSS Chapter 176. If the required information is not provided or is falsely stated, it shall result in a \$2000 penalty assessed against the applicant by the commissioner of the Department of Labor and Industry.

Insurance Company Name (not the agent)	Policy Number
Dates of Coverage _____ to _____	

**OR**

I am not required to have workers' compensation liability coverage because:

- I have no employees
- I am self-insured (include permit to self-insure)
- I have no employees who are covered by the workers' compensation law (these include spouse, parents, children, and certain farm employees)

Government Data Practices Act: The data you supply on this form will be used to process the license you are applying for. You are not legally required to provide this data, but we will not be able to process the license without it. Some of the data will be classified as public data if and when the license is granted. Private financial information including tax identification numbers and social security numbers are classified as private data and will be available to governmental personnel and other governmental agencies whose access is necessary to perform their official duties.

*I certify that the information provided on this form is accurate and complete. If I am signing on behalf of a business, I certify that I am authorized to sign on behalf of the business.*

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
POSITION

\_\_\_\_\_  
DATE SIGNED

City of Austin  
500 Fourth Avenue N.E  
Austin, Minnesota 55912-3773



**Steven J. Lang**  
City Engineer/Director of Public Works  
Phone: 507-437-9950  
Fax: 507-437-7101  
slang@ci.austin.mn.us

*Please sign and return with your license application  
acknowledging you have read and understand the regulations.*

## **EXCAVATION LICENSE RULES & REGULATIONS**

### **1. General Specifications for Excavating within Public Right-of-Way**

The contractor shall cut the paving surface of the street square or rectangular with as little damage to the adjacent area as possible. The excavating shall be done safely and with minimum damage to the existing sub-surface structures and adjacent street surface. The contractor shall excavate and side cast material in a manner that affects traffic in minimum and safest way possible. The contractor shall be responsible for the excavated area and traffic control devices until the permanent patch has been placed. All open excavations shall be backfilled as quickly as possible after underground repair is complete.

Any deviations from these specifications shall be a violation of City licensing.

The contractor shall contact the City of Austin Engineering Department, prior to backfilling, for an inspection. Call the Engineering office at (507) 437-9950 to schedule an inspection. Please give approximately 4-hour notice prior to requiring inspection. We will also mark the removal limits ahead of time with the contractor, if interested.

### **2. Traffic Control Devices**

Traffic control devices such as barricades and barrels shall have reflectorized sheeting in good condition. Advance warning signs shall be placed in order to warn the traveling public of work in the roadway. A minimum of two battery-operated flashers shall be placed on barricades placed in the street. Reflectorized barrels shall be used where diversion of traffic is necessary. The contractor shall replace any traffic control devices not deemed satisfactory by the City Engineer. Any removals left open overnight shall be fenced, barricaded, coned, and lighted to divert traffic safely around the excavation or patch.

### **3. Traffic Lane Closures**

The contractor shall review all lane closures with the Engineering Department prior to the closure. The contractor shall provide area of closure and time frame for which the closure will occur for approval from the City Engineer.

### **4. Trenching and Excavation Safety**

The Contractor shall follow all OSHA requirements for trenching and excavation safety. The contractor shall be responsible for initiating, maintaining and supervising all safety precautions and programs in connection with the work.

### **5. Backfilling**

#### **Backfilling Trench at Pipe Zone**

Granular material free from rock or boulders or other unsuitable substances shall be deposited in the trench simultaneously on both sides of the pipe for the full width of the trench and to an elevation of at least six inches above the top of pipes eight inches or less in diameter, and to the centerline of pipes twelve inches or more in diameter. The backfill material shall be thoroughly compacted with a "jumping jack" vibratory or

equivalent compactor under and on each side of the pipe to provide solid backing against the external surface of the pipe.

**Backfilling Above the Pipe Zone**

Excavated material free from rock, concrete, and/or other rubble, and which is reasonably dry and compatible may be used as backfill above the pipe zone. Excavated material not meeting this requirement shall be removed and replaced with suitable material. Backfill shall be placed in uniform layers not exceeding twelve inches in loose depth and thoroughly compacted with a mechanical compactor. The upper two feet of the excavation shall be backfilled in layers not exceeding six inches in loose depth. Material from the excavation that is too wet or unsuitable as backfill material shall be hauled off and disposed of by the contractor, and replaced by the contractor with suitable granular material.

**6. Surface Restoration**

The contractor shall temporarily patch any removals performed in the winter until the permanent replacement can be done in the spring. In the event that a permanent patch cannot be placed immediately after backfilling, a cold bituminous mix shall be placed and maintained by the contractor; therefore, *a licensed contractor is required to have temporary mix/patch material on hand.* Turf restoration adjacent to the surface replacement shall be the contractor’s responsibility. Restoration material shall be clean dirt topped with seed or use the appropriate material to match the existing condition.

**Bituminous Pavement**

All permanent bituminous patches shall be done to a depth matching the existing pavement thickness or 4” thick, whichever is greater. The street shall be repaired with bituminous hot mix placed by an experienced asphalt contractor. Asphalt patches shall be done in multiple lifts with a maximum lift thickness of 3”. The contractor will be limited to one lift per day. Contractor shall saw patches square or rectangular and parallel with curb. The cut should be straight and clean. The Contractor shall call for an inspection prior to placing the first lift of bituminous.

**Concrete Pavement, Sidewalk, Curb & Gutter**

All concrete surfacing items shall be replaced by a contractor who holds a current City of Austin Concrete License. See the Concrete License form for all necessary requirements. The contractor performing the excavation shall be responsible for obtaining the concrete contractor and maintaining the area until the job is complete.

**Utility Potholes/Pavement Cores, (less than 8” in diameter)**

The utility exploration hole shall be slowly backfilled with granular material, while being continuously tamped with a rod to eliminate voids. The surface core shall be filled with a concrete bag mix, 3U18. The concrete mixture shall be mixed on-site. The core hole shall be filled to a minimum depth of 8”, continuously tamped with a rod to eliminate voids and struck off flush at the surface.

**CONTRACTOR ACKNOWLEDGEMENT**

I have read and understand these regulations pertaining to excavating, backfilling, and concrete placement in City street right-of-way and agree to abide by these regulations as a condition of licensure. I acknowledge that failure to comply with these regulations jeopardizes my license to perform work within the right-of-way.

\_\_\_\_\_  
Contractor Signature

\_\_\_\_\_  
Date