



BRENTWOOD PUBLIC WORKS DEPARTMENT

EXCAVATION PERMIT CHECK LIST

When submitting your application, please keep in mind that you need to have your start date reflect a suitable amount of time to give the office a minimum of 3 business days for review of your application.

- ☐ Completed online Application
- ☐ Uploaded a copy of job plan

This job plan must include the ROW and where within the ROW you will be working.

- ☐ Uploaded a traffic plan (if applicable)

If you will have any lane closed or traffic diverted for any portion of this work, you must include a traffic plan in order to assist with the expediency of your request.

- ☐ Bond or Letter of Credit

Have this set up and ready to go if you do not currently have a standing bond with the City. You are welcome to contact Jamie Booker at 615.507.2763 to get your exact bond amount for this job you are applying to get permitted.

- ☐ Certificate of Liability Insurance (COL)

You will need to provide a COL naming the City of Brentwood as an additional insured.

- ☐ Contact TN1-Call (811) to have location(s) marked properly
- ☐ Print off a copy of our Excavation Repair Standards and Specs.

These standards will be used by our inspector to release any bond or letter of credit you are using for this job.