EXCAVATION/TRENCH PERMIT APPLICATION
8374 Midland Blvd
Vinita Park MO 63114
Phone #: 314-428-7373
Fax #: 314-428-7379
Website: www.vinitapark.org

Please print legibly
TODAY’S DATE: __________________  COST OF PROJECT: $ __________
CONTRACTOR: __________________________________________________
CONTACT/SITE SUPERINTENDENT: ___________________  CELL #: (  ) __________________
CONTRACTOR ADDRESS (INCLUDE CITY/STATE/ZIP): ____________________________
PHONE #: (  ) __________________  FAX #: (  ) __________________
AFTER HOURS/EMERGENCY PHONE #: (  ) __________________
EMAIL ADDRESS: ______________________________________________________
PROPERTY ADDRESS FOR EXCAVATION (required) __________________________
PURPOSE OF EXCAVATION (be specific): _____________________________________
CROSS STREET: __________________________________________________________
EXCAVATION SIZE: LENGTH: ft. ______________  BY WIDTH: ft. ______________
BORING SIZE: DEPTH: ft. ______________  BY WIDTH: ft. ______________
CIRCLE ALL THAT APPLY:
• CONDUIT  • STORM DRAIN  • SANITARY SEWER  • UTILITY WORK  • TRENCH
MISSOURI AMERICAN WATER PERMIT #: ______________  MSD-(P-NUMBER) ______________
NUMBER OF DAYS NEEDED: ____________  START DATE: ______________
EXCEPTION COMPLETION DATE: ______________  WORK WEEKENDS: YES _____  NO _____
MISSOURI ONE CALL TICKET NUMBER (required): ______________
REQUESTING RIGHT-OF-WAY/LANE CLOSURE: YES _____  NO _____
To schedule your inspection, you must call your excavation permit number to the permit office at least 24 hours in
advance.

SIGNATURE ___________________  PRINT NAME ___________________

OFFICE USE ONLY: DO NOT WRITE BELOW THIS LINE

RECEIVED BY: (staff print name) __________________________  PERMIT #: __________________
PAYMENT TYPE (check one):  ____ CASH  ____ CHECK  ____ MONEY ORDER  ____ CREDIT CARD
BOND AMOUNT (50% of project cost) $ ________  (ATTACH PROOF WITH APPLICATION FOR FILE)
DISTRIBUTE COPY OF PERMIT TO:
• APPLICANT/CONTRACTOR
• DIRECTOR OF PUBLIC WORKS
• BUILDING COMMISSIONER
• ADDRESS FILE

INSPECTIONS REQUIRED
1. Excavation/Trench  Date: _______ Results _______ Inspector _______
2. Site Restoration  Date: _______ Results _______ Inspector _______

12/2014
PERMIT CONDITIONS- SECTION 525.020: EXCAVATIONS

A. Application for Permit--Bonds--Deposits.

1. Any person who desires to make an excavation in any public street, alley or highway within the City for any purpose whatever shall apply to the Director of Public Works for a permit which shall only be issued after the applicant has deposited with the City Treasurer the sum determined by the Director of Public Works in such amount as will be adequate to cover restoration of the excavation, such fund to be used by the Director of Public Works to make such restoration if applicant fails to do so; provided, that applicant may give a bond as provided in Section 525.010 of this Chapter in lieu of such deposit.

2. In case of an emergency where the public safety or health is endangered, work may proceed immediately without the issuance of a permit and the permit may be applied for as soon as practicable after the work is commenced.

B. Permit and Inspection Fee. Any person who applies for a permit under this Chapter shall pay the sum of One Hundred and Twenty Five dollars ($125.00) to cover the cost of the permit and the fee for the inspection of the street as hereafter provided. [Ord. No. 1243, 1-20-2015]

C. Driveways Across Excavations Required. In all cases where excavations are made entirely across the public highways, a substantial driveway shall be maintained by the party making the excavation across such, until such excavation is refilled and at all times shall be subject to the approval of the Director of Public Works.

D. Restoration of Excavated Site--Inspection.

1. Upon the completion of the work for which the excavation was made, the person who made such excavation shall refill the trenches and repave the surface of the street, alley or highway where the excavation was made. The street, alley or highway pavement shall be placed in as good shape and condition as it was before such excavation was made.

2. The Director of Public Works shall inspect the alley or street following the refilling and repaving. In those cases in which temporary repairs are made at the time of the completion of the work, the person making the excavation shall so indicate to the Director of Public Works and advise him/her, in writing, at what subsequent date the repairs will be complete, such time to be not more than three (3) months from the completion. The Director of Public Works shall make a final inspection of the repairs. If, in the opinion of the Director of Public Works, the street, alley or highway has not been placed in as good shape and condition as it was before such excavation was made, he/she shall, in writing, notify the person who made the excavation to proceed within ten (10) days to restore the street or alley to the condition it was in prior to the commencement of excavation. In the event such person does not proceed within the foregoing ten (10) day period, the Director of Public Works may repair the street or alley to its original condition and direct the City Treasurer to apply from the amount deposited with him/her under the provisions of Subsection (A) of this Section the cost of such repairs, the balance of such fund to be returned to the person who made the excavation. In the event that a bond has been given in lieu of a deposit as provided for in said Subsection (A), the Director of Public Works shall certify the costs of the repairs to the Board of Aldermen and request the Board to proceed against the principal and surety on such bond. In the event that the Director of Public Works approves the repairs upon his/her final inspection, he/she shall direct the City Treasurer to pay over to the person making the excavation the full amount of the deposit. (CC 2000 §7-1-2; CC 1974 §§17-1--17-5).