

# City of Auburn Sidewalk Construction/Repair Permit

Property Owner: Name \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_

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

Address \_\_\_\_\_

Phone Number \_\_\_\_\_

Address Where Work Is To Be Completed: \_\_\_\_\_

Description of Work (i.e. Remove and Replace 50 Square Feet of 4" Thick Sidewalk, etc): \_\_\_\_\_

Applicant: Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Applicant/Contractor **MUST** call Department of Public Works 989-662-6761 for inspection of forms **prior** to pouring concrete, with one-hour minimum notice. The approval of this permit is contingent upon the owner and contractor following all construction and other requirements as specified on the back of this form.

To be completed by Inspector:

Forms Inspected by: \_\_\_\_\_ Date: \_\_\_\_\_

Final Inspection by: \_\_\_\_\_ Date: \_\_\_\_\_

# City of Auburn

## SIDEWALK REPAIR PROCEDURES

If you are doing the work yourself or with a contractor, you must take the following steps:

1. Obtain Specifications for Sidewalk Construction for the City Hall, located at 113 E. Elm St, Auburn, MI 48611, phone: 989-662-6761, before beginning work.
2. If you plan to do the work yourself, contact City Hall to obtain a permit, at least 48 hours prior to the work. In order to obtain this permit, you must submit certified proof of public liability insurance in the amount of \$100,000. This is usually standard on a homeowner's policy; a copy of your policy must be taken to City Hall when you apply for a permit.
3. If you plan to have a contractor do the work, the contractor must also obtain a permit 48 hours prior to starting work. They must submit a certified proof of public liability insurance in the amount of \$500,000 to obtain a permit. The insurance certificate must name the City of Auburn as an additional insured party. Property owners should verify that a contractor has a permit by calling City Hall at 989-662-6761 the day before work begins. Contractors are also required to call City Hall at least 24 hours before pouring cement so our inspectors can inspect their work. After the concrete is poured is too late! **YOUR CONTRACTOR MUST HAVE A PERMIT FROM CITY HALL BEFORE ANY WORK IS DONE. WORK WILL NOT BE ALLOWED TO PROCEED IF CITY INSPECTORS FIND THAT THE CONTRACTOR DOES NOT HAVE THE REQUIRED PERMIT.**