CITY OF WAUSAU
STREET PRIVILEGE PERMIT

Engineering Department
407 Grant Street, Wausau, WI 54403-4783
715/261-6740 • Fax 715/261-6759 • www.ci.wausau.wi.us

PURPOSE: This permit shall be issued by the Director of Public Works and Utilities to applicants requesting the use of streets, sidewalks, or any public way for the purpose of moving any structure or encumbering said public way with material during construction or demolition of any building or other reason (Section 12.44.050 of the Wausau Municipal Code).

FEE: $75.00 (plus Certificate of Insurance and Bond, see Page 2)
Certificate of Insurance and Bond is REQUIRED.

APPLICANT (Contractor)

Name		
Address		
City	State	Zip
Contact Name		Phone No.

OWNER

Name		
Address		
City	State	Zip
Phone No.		

1. REASON FOR THIS PERMIT (check one):

☐ MOVING A BUILDING:
Attach a copy of "Permit to Move a Building" (available from the Inspections Department) and complete dates in Section 4 below.

☐ REMODELING, CONSTRUCTION, OR DEMOLITION OF A BUILDING:

Address of Building_____

Type of building _____

☐ OTHER (please specify): _____

2. Describe which public ways will be obstructed: _____

_____

_____

_____

3. Describe equipment to be placed in right-of-way_____

_____

_____

4. ANTICIPATED STARTING DATE_____
ANTICIPATED COMPLETION DATE_____

NOTE TO APPLICANT – PLEASE SEE CONDITIONS ON PAGE 3

BOND REQUIRED. No street privilege permit shall be issued until applicant shall execute and file with the permit application a bond in an amount determined by the Director of Public Works and Utilities, conditioned that the applicant will indemnify and save harmless the City from all liability for accidents or damage caused by reason of operations under the permit and will remove such encumbrances upon termination of the operations and will leave the vacated premises in a clean and sanitary condition and repair any and all damage to the streets, alleys, sidewalks or public property of the City resulting from such building or moving operations. The bond shall not be less than one thousand dollars ($1,000); said bond to be executed by a corporate surety or two personal sureties approved by the Director of Public Works and Utilities.

INSURANCE REQUIRED. The applicant shall file a certificate of insurance the policy limits of which shall be at least five hundred thousand dollars ($500,000.00) for each person, five hundred thousand dollars ($500,000.00) for each occurrence, and five hundred thousand dollars ($500,000.00) for property damage. Insurance coverage shall include a one million dollar ($1,000,000.00) excess limit umbrella policy. The certificate should be issued to: City of Wausau Engineering Department.

HAVE YOU CONTACTED THE FOLLOWING, IF APPLICABLE:

Charter Communications	_____	City Electrical Inspector	_____
Verizon	_____	City Plumbing Inspector	_____
Wausau Water Works	_____	City Forester	_____
Wisconsin Public Service	_____	_____	_____

INSURANCE

Company	
Address	
Policy Number	Expiration Date

ACCEPTANCE OF CONDITIONS

I, the applicant, hereby certify that the statements contained in the application are true and correct; that I have read and understand the conditions stated on this form; and if granted a permit, I will comply with all terms and conditions which apply.

Signature_____
Applicant or Authorized Agent

Date_____

.....*DO NOT WRITE BELOW THIS LINE* .....

The Director of Public Works and Utilities hereby grants permission to the applicant to obstruct said public way for the reasons and in the manner described above providing, however, the applicant executes and files a bond in the amount described and also complies with the special conditions set forth herein.

SPECIAL CONDITIONS_____

_____

_____

_____

_____

_____

AMOUNT OF BOND REQUIRED, if different from Section 12.44.050(b)_____

_____

AMOUNT OF INSURANCE REQUIRED, if different from Section 12.44.050(c)_____

_____

Permit Number
Effective Date
Expiration Date

APPROVED BY:
DIRECTOR OF PUBLIC WORKS AND UTLITIES, or designee

_____ _____
Signature Date

CONDITIONS OF OCCUPANCY. The permission to occupy or obstruct the streets, alleys, sidewalks or public grounds is intended only for use in connection with the actual erection, alteration or repair, removal or moving of buildings or structures and shall be given upon the following terms and conditions and subject to revocation without notice by the Director of Public Works and Utilities for violation thereof:

1. Such temporary obstruction shall not cover more than that portion of the street or alley as set forth in the Street Privilege Permit.
2. ***Obstructions shall be sufficiently lighted at night as to be in full view of the public from all directions.***
3. Sidewalk traffic may be interrupted. Temporary sidewalks of not less than four feet in width guarded by a closed fence at least four feet high on both sides may be required during the period of occupancy.
4. The process of moving any building or structure shall be continuous as practicable until completed, and if ordered by the Director of Public Works and Utilities or Board of Public Works, shall continue during all hours of the day and night.
5. No building or structure shall be allowed to remain overnight on any street crossing or intersection or so near thereto as to prevent easy access to any fire hydrant.
6. Buildings shall be moved only in accordance with the route prescribed by the Board of Public Works.
7. Upon termination of the work necessitating such obstruction, all parts of the streets, alleys, sidewalks or public grounds occupied under the permit shall be vacated, cleaned of all rubbish and obstructions and placed in a safe condition for public travel at the expense of the permittee.

TERMINATION. All street privilege permits shall automatically terminate at the end of three months from the date of issuance unless some other date is specified thereon at the direction of the Director of Public Works and Utilities.

A Street Privilege Permit is required before a private party can place something in the public right-of-way. Permits are requested most often to park a dumpster, equipment, materials or construction trailer on the street, or to obstruct a portion of a sidewalk, while a building or remodeling project is underway.

If at all possible efforts should be made to place a dumpster or construction trailer/equipment on private property rather than on the street as there is a $75.00 fee, along with insurance and bond requirements which must be met. Street Privilege Permits are approved by the Director of Public Works and Utilities for up to 90 days.

The Street Privilege Permit form explains insurance and bond requirements. The insurance requirements are particularly important and compliance is required. The bond shall be no less than $1,000, unless otherwise approved. In lieu of submitting a surety bond, an applicant can deposit the bond amount ($1,000 or as otherwise approved) with the City. After the obstruction is removed from the right-of-way the bond amount will be refunded to the applicant only after it has been determined there was no damage to the premises.

(A Street Privilege Permit is also issued when a building is moved from one site to another, along with a moving permit which must be obtained from the Inspections Department.)