



**EXCAVATION PERMIT REQUEST**  
City of South Bend – Division of Engineering  
227 W Jefferson Boulevard, Ste 1316  
South Bend, IN 46601

**APPLICANT INFORMATION**

Name of Contractor/Company: \_\_\_\_\_

Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

**PROJECT INFORMATION**

Date of Work (mm/dd/yyyy): \_\_\_\_/\_\_\_\_/20\_\_\_\_ to \_\_\_\_/\_\_\_\_/20\_\_\_\_

Time of Work: \_\_\_\_\_ to \_\_\_\_\_

Location of Work Address: \_\_\_\_\_

Type of Work:  Cable  Electric  Fiber  Gas  Manhole repair  
 Sanitary Sewer  Water  Other \_\_\_\_\_

Type of Cut: Number of Cuts \_\_\_\_\_  Boring  Trenching \_\_\_\_\_

Cut Location:  In Street  Tree lawn/sidewalk right-of-way

Description of Work: \_\_\_\_\_

Excavation in right-of-way **WITHOUT** a permit will result in a stop work order and/or delays in permitting. Emergency excavations must be called into the Permits Office at 574.235.9254 no later than noon the following day.

This excavation permit request is non-transferrable. A signature subjects the named contractor/permittee to all applicable rules, duties and obligations imposed by the City of South Bend Municipal Code and to all regulations imposed by the City of South Bend's Board of Public Works.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Completed application should be dropped off to the City's Engineering Office or emailed to [rowpermitoffice@southbendin.gov](mailto:rowpermitoffice@southbendin.gov). For questions, contact the Permits Manager at 574.235.9254.

**OFFICE USE ONLY:**

Date Received:

Fee Paid:

Approval Date:

## EXCAVATION PERMIT REQUEST (continued)

<b>LIST ALL OTHER CONTRACTORS</b>
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**First Subcontractor**

Name of Subcontractor/Company: \_\_\_\_\_

Name of Contact: \_\_\_\_\_

Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

**Second Subcontractor**

Name of Subcontractor/Company: \_\_\_\_\_

Name of Contact: \_\_\_\_\_

Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

**Third Contractor**

Name of Subcontractor/Company: \_\_\_\_\_

Name of Contact: \_\_\_\_\_

Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_