



**PUBLIC WORKS AND ENGINEERING**

1420 Miner Street  
 Des Plaines, IL 60016  
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 desplaines.org

**CITY OF DES PLAINES  
 UTILITY PERMIT APPLICATION**

Des Plaines Utility Permit #: \_\_\_\_\_

All entities conducting work in City owned, maintained Right-of-Way (R.O.W.), Public Ways, or removal of a utility pole, shall apply for and receive a utility permit prior to the commencement of such work, repair or construction. One copy of this permit application must be fully completed, signed and returned with all required attachments to: City of Des Plaines Public Works and Engineering Department, 1420 Miner Street, Room 504, Des Plaines, IL 60016. Permit applications may also be faxed to (847) 391-5619 or emailed to [engineering@desplaines.org](mailto:engineering@desplaines.org).

**1. Utility Identification / Applicant:**

	NAME	STREET ADDRESS	CITY, STATE & ZIP CODE	PHONE
UTILITY COMPANY				
SUBCONTRACTOR				

**2. Type of Utility or Work:**

GAS     ELECTRIC     TELEVISION     TELECOMMUNICATION     OTHER **(check one)**

UNDERGROUND     OVERHEAD     BOTH **(check one)**

If "Other" – Please describe: \_\_\_\_\_

UTILITY POLE REMOVAL (all utilities must be notified to remove their lines)     LINE REMOVAL/  
 RELOCATION

(Removal of Utility Pole must be done before permit expires; please list Name & Phone # of person responsible)

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

**3. Utility Contact** (For emergencies, questions, clarifications and problem resolution)

NAME	
TITLE OR POSITION	
24- HOUR PHONE NUMBER (S)	

**4. Permit Location/ Type** (For emergencies, questions, clarifications and problem resolution)

ADDRESS (RANGE), STREET	
ROW, EASEMENT OR BOTH	
TYPE OF WORK (check one)	<input type="checkbox"/> NEW CONSTRUCTION <input type="checkbox"/> MAINTENANCE/ REPAIR <input type="checkbox"/> EMERGENCY REPAIR

**5. Work Description** (Attach additional sheets, as necessary)

DESCRIPTION OF WORK	
MEANS & METHODS TO BE USED	

FULL STREET CLOSURE
  LANE CLOSURE

**6. Required attachments-** include drawings and/or maps showing locations of work, new or changed structures, enclosures, vault pits and other work. Drawings or maps should be of a scale to clearly show the details of the work to be performed and shall contain references clearly identifying the location within the City of Des Plaines. Such references include street names, intersections, addresses, etc. Applications submitted without these attachments, or with an incomplete application will be rejected.

**7. Utility Company Work Order/ Reference Number** (If Any): \_\_\_\_\_

**8. Proposed Start Date:** \_\_\_\_\_

**9. Proposed Completion Date:** \_\_\_\_\_

**10.** I hereby certify that the above information is complete, true and correct. I further certify that all work will be performed in accordance with the City of Des Plaines City Code. Also, all areas disturbed within City of Des Plaines Right-Of-Way or within all utility easements must meet or exceed the condition per City of Des Plaines specifications. **Note: All disturbed areas must be restored within one month of completion, weather permitting.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PERMIT REJECTED**

Permit application is rejected for the following reason(s):

- NOT WITHIN CITY LIMITS       INCOMPLETE APPLICATION/ DRAWINGS  
 INSUFFICIENT INFO/ DETAIL       OTHER

SIGNATURE	
TITLE	
DATE	

**PERMIT APPROVED**

AS NOTED

SIGNATURE	
TITLE	
DATE	

**Comments:**

**THIS PERMIT EXPIRES ONE YEAR FROM THE APPROVAL DATE.**

**REMEMBER, THIS APPROVED PERMIT MUST BE ON THE JOB SITE AT ALL TIMES.**

## UTILITY PERMIT REQUIREMENTS

1. All work conducted within the right-of-way (ROW) of in public easements shall be governed by all applicable articles of the "Standard Specifications of Road and Bridge Construction," and the current edition of the "Illinois Manual on Uniform Traffic Control Devices for Streets and Highways."
2. All disturbed areas shall be restored to original or better condition.
3. No tunneling under curbs, sidewalks, or aprons; only open cut or directional drilling will be allowed.
4. Replace full squares of sidewalk (5'X5'). No patching allowed.
5. Saw cut all sidewalks, curb and gutter, driveway aprons, and street patches to full depth before replacing.
6. Snow fences or steel plates shall be required on all open excavations. Plastic safety tape will not be allowed around open excavation as use for overnight protection.
7. Any deviation from a City approved permit, shall be approved before any work commences.
8. Street patching shall consist of trench backfill, compacted CA-6 to a depth of 6" below finished grade. 4" of HMA binder course and 2" of HMA surface course, Mix D, N50 or 6" of HMA surface course. The top surface lift shall be a minimum of 2" thick, level and to the grade of the adjacent surface.
9. Backfill trenches with compacted CA-6, when trench walls are within 2' of pavement, curb, driveway apron, or sidewalk.
10. If any debris is being tracked on the street by equipment and/ or vehicles, daily street sweeping will be required.
11. Install soil and erosion control protection to protect any open grated structures (i.e. catch basins, inlets, or manholes), within or adjacent to the project area that are near disturbed soil.
12. Illinois Department of Transportation (IDOT) lane closure required.
13. IDOT Permit required (where applicable).
14. Cook County Highway Department permit required (where applicable)
15. All work must be completed within easement, do not use private property.
16. Show all required easements on plans.