



... creating a better quality of life.

Instructions for City Street Excavation Right of Way Permits

1. A copy of your State of TN contractor's license. The ROW Excavation Permit City Ordinance requires this license to conduct work within the City's ROW.*
2. An up-dated Certificate of Insurance with the City of Murfreesboro listed as the additional Insured, with minimum liability of \$500,000.00 limit and as the Certificate holder.
3. Permit fees are \$50.00 per street and paid with separate check from the Surety Deposit. Permit fees double if work is started in the ROW before applying for your Permit. Make checks payable to the City of Murfreesboro.
4. An itemized Engineer's Cost Estimate for your off-site improvements for your project. * to determine the amount of your Surety.
5. A ROW Permit Surety is established from the Engineer's Cost Estimate. Your Surety can be one of 3 forms:
 1. Surety Bond (using City's required format **(Please read No. 6 below)**)
 2. Letter of Credit from Bank (using the City's required format) **(Please read No. 6 below)**
 3. Cashier's Check (Deposit must be separate check from Permit fee)
6. **Per Right of Way ORDINANCE 95-0-13 Paragraph 28-104 (d) Any Letter of Credit or Bond Received will be held in full until completion and for a one year Warranty Period with no reduction. Per Paragraph (f)(g) Any Cash Deposit given for said work upon completion will be reduced to 1/3 and the remaining 2/3 will be returned to the Permittee. A copy of said Ordinance is available upon request.**
7. **After Permit has been issued and utilities have been marked with a TN 1-Call, contact Ben Herron, Public Works Inspector (615-642-3156), to discuss the scope of work and start date within the Right of Way, if open cut or boring and if an on-site meeting is necessary,**
8. **Contact Ram Balachandran by e-mail at rbalachandran@murfreesborotn.gov with your Traffic Control Plan by Friday before any work that will be scheduled the following week after your Permit has been issued.**
9. Homeowner's may call for instructions based on work within the City Right of Way including streets, sidewalks and drainage systems for process and approval, which is mandatory before any work is conducted.
10. **Any State Road will require a TDOT Permit. Please contact your Engineer of Record for the Project and process to obtain a state permit. The City will require to have a copy of the TDOT permit and bond and will issue a City Permit for the permit fee only.**

*You may e-mail the documents requested to cmcculloch@murfreesborotn.gov