

CLINTON DEPARTMENT OF PUBLIC WORKS

EXCAVATION AND DRIVEWAY PERMIT INSTRUCTIONS

Effective July 1<sup>st</sup>, 2016, the Department of Public Works will only accept permits in the new electronic format. Please read the instruction carefully on how to submit permits to the Department of Public Works. Once all requirements for your permit are complete we will then process the permit. When completing this permit, please make sure you fill out all available information requested. Please note when you open the permit up on your computer you may be asked to Enable Editing on the spread sheet. You will need to enable the editing in order to complete the permit.

- Download the permit on to your computer
- Fill in all information in the gray boxes.
- **Save the file as an EXCEL file naming it in the following manner, street name, address, name Example: Nod Road 117 Neff**
- Email the Permit to: [daleman@clintonct.net](mailto:daleman@clintonct.net) copy to: [pneff@clintonct.net](mailto:pneff@clintonct.net)
- The Department will complete all information in the blue boxes and inform you of any requirements including bonds and insurance.
- Please review Town of Clinton Insurance Requirements (in separate Document)
- Upon receiving all required documents the permit will be finalized for your signature.

**IMPORTANT**

**The permit is comprised of the entire document and must be submitted in its entirety. Permits submitted with missing pages or information will be rejected automatically. Please make sure to submit the entire document when requesting a permit.**

Questions may be directed to the Director of Public Works.

[pneff@clintonct.net](mailto:pneff@clintonct.net)

Please copy the Administrative Assistant to the Director on all e-mail.

[daleman@clintonct.net](mailto:daleman@clintonct.net)

Peter Neff

Director of Public Works

Town of Clinton

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