

APPLICATION

CONSTRUCTION IN PUBLIC RIGHT-OF-WAY (ROW)

For line locate requests, please visit cityofkennedale.com/Locates

Submittal Requirements

Your application **will not be accepted** if any of the below items are missing or incomplete. Incomplete applications will be returned and any paid fees are nonrefundable. To check the status of a permit, please email permits@cityofkennedale.com and include the property address and permit type.

- Contractor registered with City of Kennedale to perform construction in public right-of-way per the requirements of the Chapter 20 of the Kennedale City Code. At time of application, must include copy of driver's license, copy of state trade license (if applicable), and copies of the following insurance policies:
 - Worker's compensation insurance meeting applicable statutory requirements and employer's liability insurance with minimum limits of one hundred thousand dollars (\$100,000.00) for each accident.
 - Comprehensive commercial general liability insurance with minimum limits of five million dollars (\$5,000,000.00) as the combined single limit for each occurrence of bodily injury, personal injury and property damage.
 - Automobile liability insurance covering all owned, hired, and nonowned vehicles in use by applicant, its employees and agents, with personal protection insurance and property protection insurance to comply with the provisions of state law with minimum limits of two million dollars (\$2,000,000.00) as the combined single limit for each occurrence for bodily injury and property damage.
- Aerial photo or map and labeling of exact location(s) of any construction, boring, and/or digging
- Traffic control plan

Requirements for Issuance and Final Inspection of Permit

- All contractors meet with a City of Kennedale representative and give a 48-hour notice before starting project
- At own expense, a video inspection of any and all sewer lines within the scope of applicant's work, as determined by the Director of Utilities or their designated authority. This inspection must comply with the following regulations:
 - At a minimum, 24-hour advance notice prior to video inspection shall be provided to the Director of Utilities or their designated authority.
 - Sewer lines shall be video inspected no later than three (3) days after work completion or as determined by the Director of Utilities or their designated authority.
 - A permanent copy of the video inspection shall be delivered to the Director of Utilities within 24 hours of completion.
- Retain a competent utility contractor for making emergency repairs to damaged City-owned or City-maintained utilities and provide satisfactory documentation to that effect. If, during the course of work, a City-owned or City-maintained utility is damaged, the applicant must:
 - Immediately notify the Cities of Kennedale and Arlington upon becoming aware of the damage by calling 817-985-2170 and 817-459-5900.
 - Reimburse the City of Kennedale and City of Arlington for all employee overtime, equipment use, required inspections, engineering fees, and any other expense related to the applicants' damage of City-owned and City-maintained utilities.
- Applicant shall comply with Section 20 of the Kennedale Code of Ordinances.

Time Schedule for All Construction

Please submit to permits@cityofkennedale.com with supporting documents if applicable.

Day(s)	Allowable Times for Construction
Monday – Thursday	8:00 a.m. to 3:30 p.m.
Fridays	8:00 a.m. to 1:00 p.m.
Saturday – Sunday	NO boring or digging with machinery

Project Information

Property Address: _____

Utility Company: _____ Utility Contact Name: _____

Utility Contact Phone: _____ Utility Contact Email: _____

Start Date: _____ Expected Completion Date: _____

Scope of Work: _____

Contractor Information

Contractor Name: _____

Contractor Company: _____

Contractor Phone: _____ Contractor Email: _____

Applicant Agreement

The City of Kennedale reserves the right to revoke a permit if staff becomes aware that a contractor, utility, or any of their authorized agents are not abiding by the rules outlined in this document. By signing below, you are acknowledging that you have received this information. Failure to comply with the conditions of this permit shall be cause for immediate revocation as determined by the Director of Utilities or their designated authority. Plans for construction in the right-of-way must be reviewed and approved by the Director of Public Works before work may begin. Applications must be submitted to permits@cityofkennedale.com. By submitting this application to the City of Kennedale, you agree to these terms.

Signature of Applicant: _____ Date: _____

For Office Use Only	
Completeness Check	
Application form completely filled and signed?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Attached map/aerial photo?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Attached traffic control plan?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Contractor registered?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Sign _____	Date _____
Public Works Review	
Comments:	
Emailed Permits Clerk when project is completed?	<input type="checkbox"/> Yes <input type="checkbox"/> No



APPLICATION

CONSTRUCTION IN ROW CONTRACTOR REGISTRATION

Registration Requirements

All contractor companies must register with the City of Kennedale annually to provide current documentation and contact information. For Construction in Public Right-of-Way permits, contractors must register annually and provide up-to-date copies of several insurance policies as detailed in Chapter 20 of the Kennedale City Code. Check contractor registration status by emailing permits@cityofkennedale.com.

- Copy of state license/ID
- Master Electrician/Plumber License (if applicable)
- Copies of the following insurance policies:
 - Worker's compensation insurance meeting applicable statutory requirements and employer's liability insurance with minimum limits of one hundred thousand dollars (\$100,000.00) for each accident.
 - Comprehensive commercial general liability insurance with minimum limits of five million dollars (\$5,000,000.00) as the combined single limit for each occurrence of bodily injury, personal injury and property damage.
 - Automobile liability insurance covering all owned, hired, and nonowned vehicles in use by applicant, its employees and agents, with personal protection insurance and property protection insurance to comply with the provisions of state law with minimum limits of two million dollars (\$2,000,000.00) as the combined single limit for each occurrence for bodily injury and property damage.

Contractor Information

Name: _____
 Company: _____
 Address: _____
 Phone: _____ Email: _____

Contractor Agreement

By signing below, I am verifying that all submitted information is valid and correct.

Signature of Contractor: _____ Date: _____

For Office Use Only	
Completeness Check	
Application form completely filled and signed?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Attached state ID and license (if applicable)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Attached general liability insurance?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Attached worker's compensation insurance?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Attached vehicle insurance?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Sign _____	Date _____

Please submit to permits@cityofkennedale.com with supporting documents if applicable.