



## ROAD/RIGHT-OF-WAY EXCAVATION PERMIT INSTRUCTIONS

1. INTRODUCTION: An approved permit shall be required **prior to all** excavations of street pavements located within City right-of-way, except as noted below for emergency repairs. Permit application forms are available in the Building Department office, or on the Public Works web page at [www.nbtexas.org](http://www.nbtexas.org).

Upon completion of the application, it may be mailed or delivered to the Public Works Department Street Division located at 424 S Castell Ave, New Braunfels Texas 78130, or faxed to (830) 608-1998. The application should be forwarded at least 48 hours, but not more than 30 days before start of work, and is in addition to any existing permit and/or approval requirements.

2. PERMITTEE INFORMATION – Company name, address, telephone numbers, person to contact for additional information, (self explanatory).
3. LOCATION INFORMATION – Name of the Street to be Cut (use a separate form for each street). Provide a description of work to be conducted and reason for the street cut (utility maintenance and construction, new services, utility adjustments, etc.) and the estimated start and completion dates. Sign and date the application. (Applications without signatures will be disapproved).
4. STREET CUT DIAGRAM – Include hand sketch of approximate street cut orientation, placement, and dimensions in relation to existing street(s). Annotate drawing with street name(s), block numbers and cross street name(s). Provide requested street cut physical information at the bottom of the drawing.
5. PUBLIC WORKS ADMINISTRATION (OFFICE USE ONLY) - Allow 2-3 days for reply. An approved permit shall be maintained at the job-site, and made available for inspection, for the duration of work.
6. PERMITTEE JOB CLOSE-OUT INFORMATION (OFFICE USE ONLY) - Upon job completion, the city foreman shall sign and date the permit. The Permittee shall be responsible for restoring all work areas in accordance with City specifications, and must warranty the repairs for a period of two years.
7. EMERGENCY REPAIRS – In the event street cuts are made in response to emergency repairs such as water main breaks, gas leaks, etc., telephone notice must be given to (830) 221-4030 **prior to the start of construction**, and a permit application must be completed and forwarded to the Public Works Department by the end of the following business day. Please direct any questions or requests for additional information to the Public Works Department, (830) 221-4030, Monday through Friday, 7:00 am – 4:00 pm.