

**CITY OF WISCONSIN DELLS**  
**UTILITY INSTALLATION PERMIT APPLICATION**  
P.O. Box 655  
Wisconsin Dells, WI 53965  
(608) 253-2542  
Fax: (608)254-8904

Application No \_\_\_\_\_  
Receipt No \_\_\_\_\_  
Fee Amount \$ \_\_\_\_\_

This is a Utility Permit Application for all utility installations including electric, telecommunications, cable TV, telephone, and natural gas. The applicant agrees to comply with the **UTILITY PERMIT REQUIREMENTS** (see reverse side). Compliance shall be determined by the sole discretion of the City of Wisconsin Dells as deemed necessary to promote public health, safety and the general welfare. These requirements shall apply unless waived in writing by the City prior to installation.

Company Name: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State & Zip Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Location of Utility Work: \_\_\_\_\_

Description of Work: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Start Date: \_\_\_\_\_ Completion Date : \_\_\_\_\_

\_\_\_\_\_  
Applicant Signature

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

\_\_\_\_\_  
Public Works Director Approval

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

## UTILITY PERMIT REQUIREMENTS

- A. **Permit Required-** No Applicant shall install any lines unless such Applicant has obtained a Utility Permit from the City and has agreed in writing that said installation will comply with all ordinances and requirements of the City for such work. Applicants agree to hold the City free from liability for all damage to Applicant's property which occurs proximately as a result of the Applicant's failure to comply with said ordinances or requirements.
- B. **Work Location Plans-** The applicant shall file a completed work location plan as an attendant to this Utility Permit Application. The work location plan shall set forth the location of the proposed line on the road system or along lot lines and include a description of the proposed installation. The Applicant is responsible for all surveys necessary to establish location of easements and right-of-ways.
- C. **Notice of Work-** At least ten (10) complete working days prior to the proposed installation, the Applicant shall file with the City a completed Utility Permit Application stating the approximate date, location and nature of the proposed installation including Applicant name, street address, city, state & zip code, telephone number, contact person, and any other information as may be required by the Director of Public Works.
- D. **Inspection-** The City of Wisconsin Dells may provide an inspector during the installation of all lines to review compliance with this Utility Permit. The inspector may request to inspect the work during reasonable hours and after showing proper identification, and shall be allowed to enter any installation site in the discharge of the inspector's official duties, and to make any inspection or test that is reasonably necessary to protect the public health, safety and welfare.
- E. **Issuance & Fee-** Upon approval of the application, the Utility Permit will be issued by the City. The permit fee will be \$ \_\_\_\_\_.
- F. **Non-Conforming Work-** The City may halt the installation at any time if the Applicant's work does not meet the requirements set forth in this Utility Permit.
- G. **Emergency Work-** In emergency situations, work may be initiated by an Applicant without first obtaining a Utility Permit. However, a Utility Permit must be obtained within fourteen (14) days initiation of the work. All emergency work shall be done in conformity with the provisions of this ordinance and shall be inspected for full compliance.
- H. **Violation of Ordinance-** Violation of any of the provisions of this permit shall be a simple misdemeanor punishable with a civil penalty of \$ \_\_\_\_\_ for each violation. Each day that a violation occurs or is permitted to exist by the Applicant constitutes a separate offense.
- I. **Diggers Hotline Locates-** The Applicant or his representative shall be responsible for contacting the Diggers Hotline to issue utility locate requests for any work initiated by the Applicant or his representative.