

## Driveway Permit Checklist

### When submitting the permit application, include:

- Application fee (\$150 for residential work and \$300 for commercial work);
- A Bond (subject to Section 9.7 of the regulations)<sup>1</sup>;  
9.7 Bond: The Contractor shall furnish the City of Lowell with a Bond issued by a surety company licensed to do business in Massachusetts. Bonds shall be required as follows:
  - Annual access to apply for city permits: \$25,000 for unlimited permits in a calendar year
  - Completion up to ten (10) driveway permits in one year: \$10,000
  - Completion of a single driveway permit in one year: \$2500
- A Certificate of General Liability Insurance (\$ 1,000,000.00 per accident, \$2,000,000.00 general aggregate) per permit;
- Digsafe number;
- Starting and completion dates;
- Make sure that a sketch is attached<sup>2</sup> and
- Property owner and contractor signatures on the application.

After submitting the permit with all information and attachments required to the Engineering Office, the permit is then given to DPD to ensure compliance with Zoning. The applicant will be notified by telephone if the permit is approved or denied.

You are responsible for notifying the Engineering staff twenty-four (24) hours in advance of the excavation starting date.

The application fees are not refundable.

### NOTE:

- If a road has been resurfaced within the last five (5) years, a permit may not be approved for work impacting the new surface. Permits that impact the city street are issued only between April 1<sup>st</sup> and November 15<sup>th</sup>.

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<sup>1</sup> As authorized by Section 9.7 of the regulations, contractors completing multiple driveway projects in Lowell may provide a single bond that is kept on file with the City Engineer's office, and therefore need not provide a bond for each individual project.

<sup>2</sup> Commercial projects require stamped plans, drainage data, and a parking space striping plan.