STREET OCCUPANCY PERMIT FOR UTILTIES AND LINEAR EXCAVATIONS
STANDARD CONDITIONS AND SPECIFICATIONS

1. This Street Occupancy Permit is required anytime to install, repair, or relay a private utility within the public right-of-way. Some examples of private utilities include a water, sanitary or storm sewer lateral. This permit also applies to installations of a utility within a linear excavation in the public right-of-way. Linear Excavation permits typically include gas, fiber, or electrical installation projects. This permit must be obtained before the proposed work is started. This permit expires 60 (sixty) days from the permit start date. A copy of this permit must be kept available for inspection at the proposed work location for the duration of the work.

2. The standard non-refundable fee for processing this Permit is $150. The standard fee for inspections required under this Permit is $75 per inspection. Additional inspection fees may be required for extended lengths of linear excavation and structures installed. A deposit may be required for work involving road and pavement excavation and replacement. Deposit will be fully or partially refunded after restoration work is accepted by the City.

3. The Holder of this permit is required, under Wisconsin State Statute 182.0175, to contact Digger's Hotline at 811 or 1-800-242-8511 at least 3 (three) business days prior to the start of any removal, digging or excavation work. No removal, digging or excavation work is permitted until after Digger's Hotline has marked utilities.

4. Traffic control meeting the requirements of the MUTCD including the Wisconsin Supplement shall be used at all times. Maintain two (2) way traffic at all times. Where the excavation will be left open overnight, cover excavations at intersections and driveways with a braced plate designed for vehicular loads. Work on all arterial roadways is restricted to the hours of 9:00 AM to 3:00 PM, unless otherwise approved by the Engineering Services Division.

5. The Holder of this permit shall provide a one-year guarantee on all pavement and lawn restoration, and is responsible for damages to City of Wauwatosa facilities.

6. Facilities placed on or in city property must be removed or relocated at city request. Owners of affected facilities will not be entitled to compensation for such requests.

7. The Holder of this permit shall not cut, trim or otherwise damage any tree or shrub in the City public right-of-way in the course of performing the work associated with this permit, unless expressly authorized to do so by the City of Wauwatosa.

8. The Holder of this permit shall contact the City of Wauwatosa Traffic and Electrical Superintendent at 414-471-8429 to schedule inspection of street light cable or traffic signal cable, for locations where such cable is present under the work, with at least 3 (three) business days' notice prior to completion of removal or excavation work over the cable. The cable must pass inspection by the Traffic and Electrical Superintendent after removal or excavation work is complete but prior to final setting of concrete forms and final grading.

9. Any existing pedestrian ramps which are disturbed or damaged by construction operations shall be reconstructed to be compliant with the current standards of the Americans with Disabilities Act (A.D.A). For this case, a pedestrian ramp shall be defined as the portion of the sidewalk that is the landing or key stone, the pedestrian ramp(s), and any sidewalk squares or partial squares immediately adjacent to the landing or key stone and/or the pedestrian ramp. Disturbance or damage to the curb and gutter that is adjacent to any of these features shall also be included in the definition and require replacement of the pedestrian ramp.

   In certain cases, a corner may still have a full curb head where current standards require a pedestrian ramp. Damage to these areas and adjacent areas, as described above, shall be considered a non-compliant pedestrian ramp that requires replacement as if a curb ramp existed.

   Compliancy shall include replacement of sidewalk (including new detectible warning fields), curb and gutter, and street pavement as necessary to make the sidewalk ramp compliant with the current standards. Partial replacement of any of the aspects defined above as a pedestrian ramp will not be accepted. All aspects must be addressed if disturbed or damaged and brought into compliance.

   The Holder of this permit shall be 100% responsible for the engineering design and reconstruction of the pedestrian ramp, will be subject to additional fees, and will be required to reconstruct the pedestrian ramp until it passes A.D.A compliance and is accepted by the City.

10. Use slurry backfill for all excavations.

11. Directional Boring requirements are as follows. All water mains and services crossed by directional boring shall be “day-lighted” prior to boring. All sewer mains and services in the vicinity of directional boring shall be televised both before and after boring. Copies of videos shall be given to the City of Wauwatosa Engineering Services Division before construction begins and within 5 days of construction completion for review. Engineering Services Division staff may waive televising requirements on a case by case basis depending upon location and depth of sewers and boring. Contractor is responsible for verifying sewer locations and depths in field.

    If contractor damages a lead water service located within the City right of way, contractor shall be responsible for the cost of replacing said water service from the public main to a new curb stop located at the right of way line. Replacement shall be completed by a contractor prequalified by the Wauwatosa Water Department. If contractor damages a lead water service located outside of the City right of way, contractor shall be responsible for the cost of replacing the entire water service from the public main to the water meter located within the building, including a new curb stop placed at the right of way line. Replacement shall be completed by a contractor prequalified by the Wauwatosa Water Department.

12. Full-depth saw cuts are required on all pavements. Cuts shall be a minimum of 1 foot wider than excavation on each side of the trench. The minimum dimensions of pavement replacement shall be 6 feet for transverse cuts and 4 feet for longitudinal cuts. Extend the width of repair to any existing joint (either in exposed concrete or reflected through bituminous resurfaced roadways) where any saw cut would fall less than 3 feet from a joint.

13. On guaranteed streets with concrete pavement, paved within the last five years, the repair shall extend to existing joints on all sides, thereby replacing an entire slab.

14. On guaranteed streets with concrete pavement, paved from six to ten years ago, the repair shall be such that the portion of pavement replaced or left is a minimum of ½ slab.

15. Replace all pavements in kind. Use 7-bag high early strength air entrained concrete for all concrete surfaces and base courses. Arterial streets may require 9-bag mix. Place concrete base courses to match the thickness (7" minimum) of the existing base course. Asphalt surfaces must follow Section 622 Asphalt Construction in the City’s Standard Specifications.

16. On major and arterial streets, dowel bars must be installed in accordance with Section 621 Concrete Construction in the City's Standard Specifications.

17. Drive approaches must comply with the Standard Conditions and Specifications of a Street Occupancy Permit for Paving.

18. Concrete stamps are required indicating Contractor name, year, and stating "City of Wauwatosa".

19. The Holder of this permit shall follow standard erosion control best management practices in the course of performing the work associated with this permit.

20. The Holder of this permit shall restore any lawn damaged or disturbed in the course of performing the work associated with this permit with class "A" weed free nursery sod, or a grass seed equivalent covered with erosion mat, or hydroseed and mulch, over a minimum of 4" of screened and fertilized topsoil, and maintain the restoration until established.

21. These Standard Conditions and Specifications shall take precedent over any conflicts with the City's Standard Specifications. If specific items are not covered in this document, the City's Standard Specifications shall be adhered to. The City's Standard Specifications can be found here: https://wauwatosa.gov/departments/public-works/engineering/standard-specifications/

Revised 10/2026