



# CITY OF LIMA, OHIO

*David J. Berger, Mayor*

50 Town Square Lima, Ohio 45801-4900 419/228-5462 Fax 419/221-5214  
www.cityhall.lima.oh.us

March 6, 2012

Notice to All Contractors and Utility Operators,

Please find enclosed, The City of Lima Street and Public Ground Excavation Policy. This policy will be in effect March 1, 2012. Please review it and contact us should there be any questions.

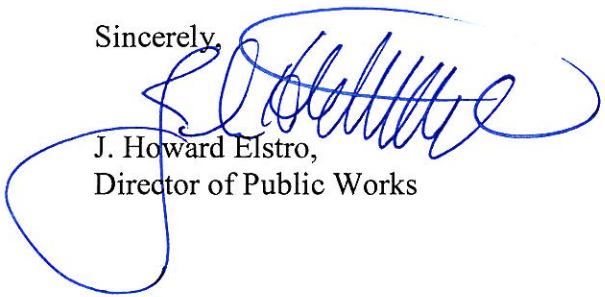
The policy does require registration of the company who is performing the excavation, which can be done annually. Many of you are already complying with the registration parts of the policy. Deposits or bonds are required and notice of excavations are now required prior to any and all excavation. Notice of excavation can be done via email to [streetcuts@cityhall.lima.oh.us](mailto:streetcuts@cityhall.lima.oh.us) or in person at the Street Division Office, Central Service Building 900 S. Collett 45805. To arrange for inspections prior to backfill operations, placement of concrete cap, and final sealing, you may email [streetcuts@cityhall.lima.oh.us](mailto:streetcuts@cityhall.lima.oh.us) or call the Street Division at (419) 221-5165. In the absence of a live attendant, you may hit prompt #1 and leave your request for inspection with the Trouble Truck Voicemail Box.

For excavations of sidewalks, please note a separate sidewalk permit is still required.

We've tried to streamline the policy and make the inspection and registration process as simple as possible, and yet afford the City to manage the high number of excavations that are occurring within our Public Right-of-Ways and Grounds.

For questions or additional information, please contact Kirk Niemeyer, City Engineer at (419) 998-5508 or Saul Allen, Deputy Director of Public Works, Street Division at (419) 221-5197.

Sincerely,



J. Howard Elstro,  
Director of Public Works



## Street and Public Ground Excavation Policy

**Registration:** Prior to excavation of City Right of Way, Contractor Registration through the License and Permit office is required.

**Deposit / Bonds:** For Contractors performing ongoing multiple excavation for a single project, Bond or Deposit sufficient to cover the cost of construction project in right-of ways or public grounds are as follows:

<u>Project Cost</u>	=	<u>Bond Amount</u>
\$5,000.00—10,000.00	=	\$1,000.00
\$10,000.00—50,000.00	=	\$5,000.00
\$50,000.00—100,000.00	=	\$10,000.00
\$100,000.00—300,000.00	=	\$30,000.00
\$300,000.00—1,000,000.00	=	\$100,000.00
\$1,000,000.00—1,500,000.00	=	\$150,000.00

Street Cut Bonds for Site Development Projects will be individually calculated by the Engineer Division after an Engineering Application Permit is filed.

Street Cut Bonds will be released one year after final inspection provided no additional corrective action is required.

### Notice of Excavation:

Permit is required prior to excavation within the Right of Way (Sidewalk, Tree Lawn, Street, Alley, Public Owned Land). Upon review and approval by the City Engineer of a Contractor applying for Blanket Permits, the contractor will be permitted to file electronic notices in lieu of individual paper permit applications.

Electronic Notices, in advance of excavation are required. Notices are directed to the Street Division, and will require:

- Location, depth, width, and length of excavation
- Identification of utility the excavation is for, e.g. Dominion, Century Link, etc.
- Contact information (email, office phone, cell phone) of utility company, owner of the excavation firm, and Foreman / onsite supervisor

### Excavation Restoration:

Contractor is required to restore excavation in compliance with City Engineer Specifications and Directions. (See attached PRC Drawing)

### Inspections:

Inspections are required:

Street Area:

- 1.) During backfill operations
- 2.) Upon placement of concrete cap
- 3.) Final, once paving, sealing and/or grading and seeding are complete

Sidewalk Area:

- 1.) Loading Back Fill (By Street Division)
- 2.) Inspections of sidewalk forms (By Engineering Division)  
**Note:** Sidewalk permits are required through the Permit Office 2<sup>nd</sup> Floor  
Municipal Building 50 Town Square Lima, OH 45805
- 3.) Final sidewalk inspection (By Engineering Division)

Tree Lawn without Sidewalk:

- 1.) During Backfilling
- 2.) Upon final completion

Excavation Inspection fees are \$30.00 / Inspection.

If work is found deficient upon final inspection, City will notify contractor and provide date for corrective action. If work is not corrected by assigned date, work will be performed by City Crew and charge against the bond.

For large jobs, the entire project must be completed to satisfaction prior to Bond Release.



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## REQUIREMENTS FOR CONTRACTOR LICENSING

1. A copy of a valid, un-expired State of Ohio Contractor's License (HVAC, Elec, etc.)  
This requirement does not apply to building contractors.
2. Certificate of Liability Insurance in the amount of \$300,000.00 listing the City of Lima as the holder of the certificate.
3. Copy of Worker's Compensation Certificate.
4. Registration with the City of Lima Tax Department.
5. Completed Application.
6. Payment of a \$50.00 (per trade) non-refundable fee.

# Application For Engineering Construction Permit

## 1. GENERAL INFORMATION:

Site Address: \_\_\_\_\_

Located Between: \_\_\_\_\_ AND \_\_\_\_\_

Permit #: \_\_\_\_\_ Applicant: \_\_\_ Owner \_\_\_ Contractor \_\_\_ Designer \_\_\_ Agent

## 2. OWNER INFORMATION:

Company / Business: \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

## 3. CONTRACTOR INFORMATION:

Company / Business: \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

## 4. DESIGNER INFORMATION:

Company / Business: \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

## 5. FEES:

\_\_\_ Sidewalk Fee \$10.00    \_\_\_ Curb Replacement Fee \$10.00    \_\_\_ Commercial Sidewalk \$20.00

\_\_\_ Flood Plain Fee \$50.00    \_\_\_ Moving \$50.00    \_\_\_ Barricade Fee \$20.00

\_\_\_ Residential Demolition Fee \$25.00    \_\_\_ Commercial Demolition Fee \$50.00

\_\_\_ Antenna \$25.00    \_\_\_ Parking Lot Fee \$10.00 - \_\_\_ New \_\_\_ Resurface

Site Development Permit \$100.00 & 1/4% of Construction Cost

Cost of Work: \$ \_\_\_\_\_

Total: \$ \_\_\_\_\_

Residential Storm Sewer – No. Taps \_\_\_\_\_ @ \$30.00  
Total: \$ \_\_\_\_\_

Commercial Storm Sewer – No. Taps \_\_\_\_\_ @ \$50.00  
Total: \$ \_\_\_\_\_

Drive Access Cut – No. Cuts \_\_\_\_\_ Cut 1: \_\_\_\_\_ Cut 2: \_\_\_\_\_ Cut 3: \_\_\_\_\_  
Fee: 1<sup>st</sup> 12 LFT. \$30.00, additional - \$2.00/LFT. Total Drive Access Cut Fees: \$ \_\_\_\_\_

Drive Access Extension Fee: \$2.00/LFT.  
Length: \_\_\_\_\_ Total Fee: \$ \_\_\_\_\_

Street Cut Bond: \$ \_\_\_\_\_ (Set by Engineering Department)

Other: \_\_\_\_\_

Total Engineering Fees: \$ \_\_\_\_\_

Scope of work / explanation:

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\_\_\_\_\_  
SIGNATURE OF APPLICANT

\_\_\_\_\_  
TITLE DATE

\_\_\_\_\_  
CITY ENGINEERING/BLDG. COMMISSIONER DATE

# Application For Contractor Registration

## 1. GENERAL INFORMATION:

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

Tax Id#: \_\_\_\_\_

Issue to: \_\_\_\_\_

Applied for by: \_\_\_\_\_

## 2. CONTRACTOR INFORMATION:

Business Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Cell: \_\_\_\_\_

E-mail: \_\_\_\_\_

## 3. NATURE OF LICENSE:

(To register with the City of Lima - Lima / Allen County Building Department as a Contractor)

ELEC                       FIRE ALARM                       GENERAL  
 HVAC                       SPRINKLER                       SIGN

In signing this application, I agree to abide by all Ordinances, Rules, and Regulations pertaining to this subject nor or hereafter passed by the City Council of Lima, or by any official empowered to issue such regulations.

Fees: \_\_\_\_\_

Signed: \_\_\_\_\_

City Income Tax Department Approval: \_\_\_\_\_

**THIS IS NOT A LICENSE**

## **REQUIREMENTS FOR CONTRACTOR LICENSING**

1. A copy of a valid, un-expired State of Ohio Contractors License (Hvac, Elec, Etc).  
This requirement does not apply to building contractors.
2. Certificate of Liability Insurance in the amount of \$300,000.00 listing the City of Lima as the holder of the certificate.
3. Copy of Workers Compensation Certificate.
4. Registration with the City of Lima Tax Department.
5. Completed Application.
6. Payment of a \$50.00 (per trade) non-refundable fee.



**Business Questionnaire**  
**City Income Tax Department**  
**50 Town Square – PO BOX 155 – Lima, OH 45802**  
**Fax: 419-998-5527**

The following information will aid us in preparing forms for your us under the Income Tax Ordinance. Please answer questions fully and return this questionnaire to the above address.

**1. BUSINESS INFORMATION:**

Name of Individual or Owner(s): \_\_\_\_\_

Name of Corporation: \_\_\_\_\_

Trade Name (if any): \_\_\_\_\_

Give home address of owner(s) or all partners if a partnership. If corporation list names and titles of major officers.

Name / Title	Address	Phone
A. _____		
B. _____		
C. _____		

Location of Activity in Lima: \_\_\_\_\_

Local Phone #: \_\_\_\_\_ Home Office Phone #: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Date When Business Started in Lima: \_\_\_\_\_

Type of Organization: \_\_\_ Ind. Prop. \_\_\_ Partnership \_\_\_ Corporation

SSAN (If Ind. Prop.) \_\_\_\_\_ Federal ID #: \_\_\_\_\_

Are there now or will there be employees subject to Lima City Tax?

\_\_\_ Yes \_\_\_ No \_\_\_\_\_ Approximate # of Employees

Accounting Period: \_\_\_ Calendar \_\_\_ Fiscal Year Ending\*

Nature of Business: \_\_\_\_\_

If you are a contractor and will have sub-contractors working for you, please list these on the back of form.

\* Note: A fiscal year ending can only be used when your accounting period as used on federal return does not end on December 31<sup>st</sup>.

**Lima City Income Tax Rate is 1.500 per cent**

*Revised: 5/23/2011*

## STREET CUT BONDS

		Width (W)						
Table No.	Depth (D)	3'	4'	5'	6'	7'	8'	9'
Table No. 1 FLEXIBLE PAVEMENT Major Street	<i>1' thru 5'</i>	\$18	\$24	\$28				
	<i>6' thru 10'</i>	\$24	\$32	\$38	\$46	\$52	\$61	\$61
	<i>11' thru 15'</i>	\$32	\$42	\$52	\$61	\$71	\$81	\$85
Table No. 2 FLEXIBLE PAVEMENT Residential Street	<i>1' thru 5'</i>	\$14	\$18	\$24				
	<i>6' thru 10'</i>	\$24	\$28	\$38	\$42	\$52	\$56	\$61
	<i>11' thru 15'</i>	\$32	\$42	\$46	\$61	\$71	\$81	\$85
Table No. 3 CONCRETE PAVEMENT	<i>1' thru 5'</i>	\$14	\$14	\$18				
	<i>6' thru 10'</i>	\$18	\$24	\$32	\$38	\$42	\$52	\$56
	<i>11' thru 15'</i>	\$28	\$38	\$46	\$52	\$61	\$71	\$81
Table No. 4 UNIMPROVED STREET AND ALLEYS	<i>1' thru 5'</i>	\$10	\$10	\$14				
	<i>6' thru 10'</i>	\$18	\$24	\$28	\$32	\$38	\$42	\$52
	<i>11' thru 15'</i>	\$24	\$32	\$42	\$52	\$56	\$67	\$75

$$\text{Bond} = \text{Base Cost} + (\text{Trench Width Value} \times \text{Length of Cut})$$

Base Cost = \$350.00

W = Trench Width (3' minimum)

D = Depth of Street Cut @ Main Line

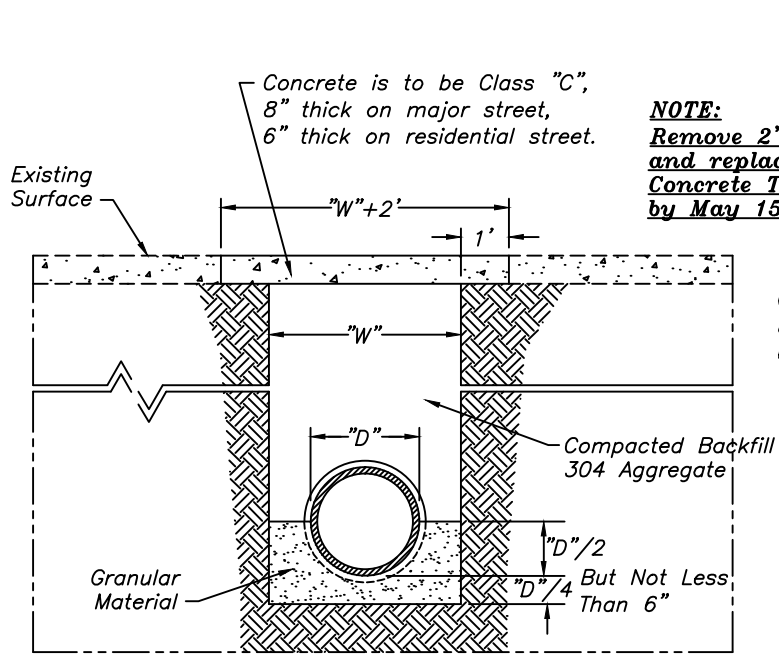
**Example:**

Major Street: Sewer is 8' Deep, Length of Cut is 10', and the Width of Cut is 3'

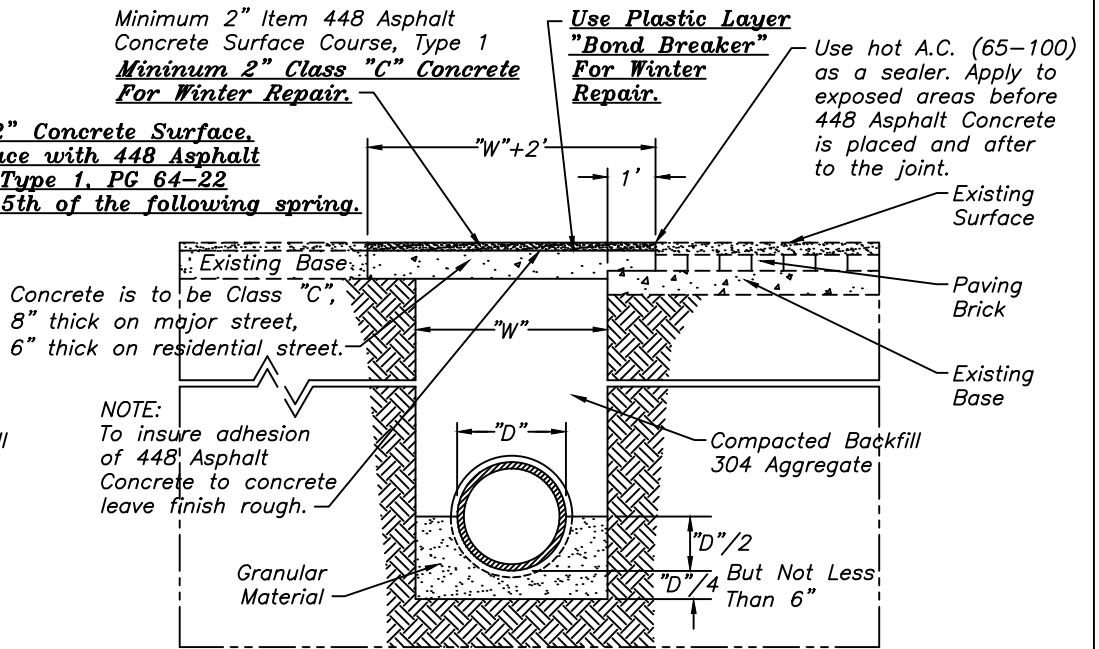
$$\text{Bond} = \text{Base Cost} + (\text{Trench Width Value} \times \text{Length of Cut})$$

$$\$350 + (\$24 \times 10) = \$590$$

**BORING COST** = Base Cost + (Trench Width Value (at max. depth of 11' thru 15') x 1')



CONCRETE PAVEMENT



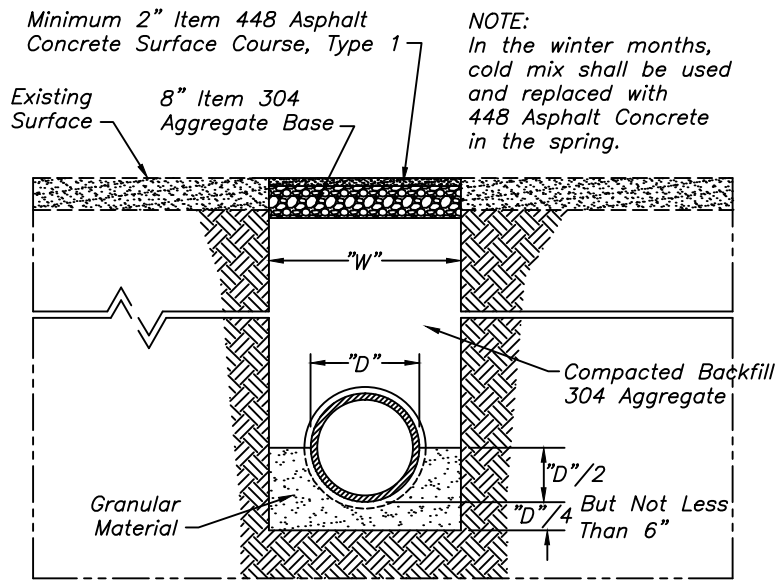
FLEXIBLE PAVEMENT

**NOTE:**  
Remove 2" Concrete Surface, and replace with 448 Asphalt Concrete Type 1, PG 64-22 by May 15th of the following spring.

Concrete is to be Class "C", 8" thick on major street, 6" thick on residential street.

**NOTE:**  
 To insure adhesion of 448 Asphalt Concrete to concrete leave finish rough.

**Use Plastic Layer "Bond Breaker" For Winter Repair.**  
 Use hot A.C. (65-100) as a sealer. Apply to exposed areas before 448 Asphalt Concrete is placed and after to the joint.



TAR & CHIP SURFACE

**NOTES:**  
 Bedding shall comply with ODOT Item 603.06 Bedding.

In lieu of Compacted Backfill 304 Aggregate, a ready mixed Flowable Fill may be used. If Flowable Fill is used, then overcutting of the trench is not necessary. Flowable Fill shall be screeded flat leaving uniform depth for patch materials. Pavement repair shall conform to the standards shown on this page.

In lieu of 2" Item 448 Asphalt on top of 6" Concrete for Residential Streets, existing pavement thickness may be filled with Item 448 (min. 4" thickness) for Residential Streets.

**FLOWABLE FILL MIX:**  
 Quantity of Dry Materials Per Cubic Yard

- Cement: 100 pounds
- Fly Ash (Class C) 300 pounds
- Fine Aggregate 2,600 pounds

These materials with approximately 70 gallons of water will yield approximately one cubic yard of flowable mortar with a compressive strength around 100 PSI. The fine aggregate should all pass the 3/4" sieve with from 0-10% passing a No. 200 sieve.

REVISED		<b>CITY OF LIMA, OHIO</b>	
DATE	BY	KIRK NIEMEYER, P.E. CITY ENGINEER	
3/8/06	DOL	PAVEMENT REPLACEMENT ABOVE UTILITY CUTS	
6/20/11	JMG		
		STANDARD CONSTRUCTION DRAWING	
		PRC	
		Drawn By: ELB	Date: 3/22/05
			Approved By: KPN