
APPLICATION FOR REGISTRATION

Grand Traverse County
Board of Public Works
2650 LaFranier Road
Traverse City, MI 49686
(231) 995-6039
(231) 929-7226 (fax)
PUBWORKS@GTCOUNTYMI.GOV

The undersigned excavator hereby applies for registration with the Board of Public Works:

Excavator's Name: _____

_____ Individual _____ Partnership _____ Corporation

Address: _____

Telephone No: _____ Cell phone no: _____

Fax no: _____ Email Address _____

Surety (Insurance) Company:

Name of persons authorized to sign on behalf of Excavator:

1. _____

2. _____

3. _____

4. _____

Date: _____ Authorized Signature _____

REQUIREMENTS/INSTRUCTIONS TO BE A BONDED EXCAVATOR

1. Bonding:

The EXCAVATOR must have a Surety Bond issued to GRAND TRAVERSE COUNTY BOARD OF PUBLIC WORKS in the amount of \$8,000.00

The Surety Bond must state that it is for water & sewer excavating to install and connect water and sewer lines.

The bond must be **current**.

2. Registration:

The Excavator must fill out a registration form from the DPW with their name, address, phone number and persons authorized to sign and pick up permits on behalf of the excavator.

3. The excavator is responsible for calling MISS DIG and complying with the required timetable for utility staking and markings before any excavation can begin.
4. If the excavator has problems locating the sewer riser or water lead after receiving the lead and riser sheets and calling MISS DIG, they can call our office for further help by one of our technicians.
5. The excavator is responsible for calling ahead for the inspection of the water and sewer connection.

NOTE: You must call **48 hours** in advance to the Department of Public Works to schedule a connection inspection. The following will be required:

- a. DPW staff must be present at the time of physical connection to the public water or sewer.
 - b. The trench for the water and/or sewer must remain uncovered until the final inspection from the DPW is complete as well as any other inspections from other agencies.
 - c. Failure to comply may result in exposing the water and/or sewer lead(s) for inspection at the excavator's expense.
6. More information on Grand Traverse County specifications can be found on our web site:

<https://www.gtcountymi.gov/documentcenter/view/23402/2023-dpw-standard-specs-and-details>



Contractor Lead Inspection Information

Sewer

- All pipework up to 5 Ft from the building must be installed and ready for inspection.
 - Pipework must be uncovered.
- **Must be hard pipe – Fernco style rubber coupling or adapters will not be allowed.**
- Pressure test will be at 5 PSI for 15 minutes – no variation in pressure.
 - Gauge must be 3.5 in with a range of 0 – 10 PSIG, minimum divisions of 0.10 PSIG, and an accuracy of +/- 0.04 PSIG. **Contractor provided.**
- IPP required on all commercial properties.
- IPP must be completed:
 - Bench – must be smooth and tapered towards flow.
 - PVC in flow channels – No obstructions.
 - Manhole ring grouted on.
 - Ready for burial.
 - No loose concrete inside IPP.
 - Manhole casting at grade after burial.
- Additional requirements can be found online in the Standard Technical Specifications and Construction Details.
- Call at least 48 hr. before and schedule an inspection with the Office at 231-995-6066

Water

- All pipework up to 5 Ft from the building must be installed and ready for inspection.
- Parts must meet GTC Specs.
- Pressure test at main pressure with water.
 - Main pressure for 5 min – no drips.
- Stainless steel rod with stainless steel pin.
- Curb box clean and undamaged, no buffalo boxes.
- Curb box at grade after burial.
- Additional requirements can be found online in the Standard Technical Specifications and Construction Details.
- Call at least 48 hr. before and schedule an inspection with the Office at 231-995-6066

2025/05/28 KN

https://grandtraverse.sharepoint.com/sites/DPW_Group/Shared Documents/Shop/SOPs/Contractor Lead Inspection Information.docx