

*City of Winona, Minnesota*  
**GUIDELINES AND PROCEDURES FOR DRAIN LAYERS**

Drainlayer licenses run from April 30, 2012 through April 30, 2013 and must be renewed annually. In order to keep your license active, you must have on file with the City a current certificate of liability insurance and a bond.

Failure to comply with the procedures outlined below may result in the City's not issuing permits in the future until all requirements are done for each job and may also result in the City's failing to renew your Drainlayer's License.

**PERMITS:** Sewer, Water and/or Right-of-Way Permits are required **before** you begin any work on storm sewer, sanitary sewer, or water outside of the building envelope and **must be displayed on the job site**. Failure to obtain required permits is a direct violation of City Code and may be cause for suspension or non-renewal of your license. Non-emergency work done without a permit will result in a double permit fee.

**FEES:** The fees associated with the Sewer, Water and/or Right-of-Way Permit is indicated on the application form. Payment must accompany the application for permit, unless you have provided your debit or credit card (*Master Card or Visa only*) information to the City of Winona. **DO NOT** write your credit number and pin number on the application you are faxing in, as these applications are public information. Come into our office with your credit card and we will get the pertinent information, or call us.

**INSPECTIONS:** All work must be inspected before it is covered up so the City of Winona can make a record. These records are essential to the City of Winona, the general public, and you the contractor. Therefore, please follow these guidelines:

1. *Inspections will be made only if the contractor has obtained the required permit.*
2. *The pipe must be exposed for inspection. Covering the pipe prior to inspection will not be tolerated. If covered, the pipe will have to be re-exposed.*
3. *Inspections will be done only from 7:00 a.m. until 3:00 p.m. Monday through Friday.*
4. *The contractor shall give the City a minimum of two hours notice during working hours prior to inspection.*
5. *Underground work done on a weekend must be kept open for a Monday inspection.*

**GOPHER STATE ONE-CALL:** The contractor shall call **Gopher State One-Call at 1-800-252-1166** for underground location. A 48 hours' notice is required by Gopher State. Contractors must call the Engineering Department at **457-8269 for inspection at least 2 hours prior to time of inspection.**

**GOPHER STATE – POSITIVE RESPONSE**

Effective January 1, 2006, the City of Winona will be responding to the new Gopher State One Positive Response System by using one of the following methods:

**RESPOND BY FLAGGING:**

- Gopher tickets which require the City to go "on site" and mark for utilities (water, sewer or city electric) will be marked and flagged the same as we have been doing in the past.
- In addition, when the City has **no utility** within the Location of Work area a "NO CONFLICT" flag will be posted at the site.

**RESPOND BY INTERNET:**

- Gopher tickets for locations in which the City has no utilities to mark (water, sewer and city electric) will be logged as "NO CONFLICT" on the Gopher State One Call site ([www.managetickets.com](http://www.managetickets.com)) and no flagging will be done on site.

**PATCH** - Means a method of pavement replacement that is temporary in nature. A patch consists of the compaction of the subbase and aggregate base, and the replacement, in kind, of the existing pavement for a **minimum of 2 feet beyond the edges of the excavation in all directions.**

**EMERGENCY:** Means a condition that (1) poses a danger to life or health, or of a significant loss of property; or (2) requires immediate repair or replacement of facilities in order to restore service to a customer.

**SEWER AND/OR WATER CONNECTION TO MAIN:** Any property owner requesting connection to a city watermain and/or sewermain will only be allowed connection to the main if the property has been assessed for the main or if an access fee or tap-in charge is paid in lieu of assessment. This also applies to any parcel which is subdivided off from a larger parcel. Please call our office to verify that this has been taken care of, as you will not be issued a permit for connection until arrangement for payment is made.

**HOLE EXCAVATION RESPONSIBILITY:** (As of 1/1/2003)

Any person or persons who excavate in city right-of-way, which means any hole dug in boulevard, streets, alleys, cartways, easements, seal coated streets, etc., must put temporary patch in at time such utility hole is filled in. A permit is required prior to digging in the right-of-way. The contractor will have 90 days from the date of issuance of the right-of-way permit to put permanent patch in place at their expense.

Concrete pavement must be replaced with concrete. Asphalt and sealcoat pavement is to be replaced with hot mix asphalt. Aggregate is to be replaced with aggregate. All other surfaces to be replaced with topsoil and seeded.

Utility permits issued between October 15<sup>th</sup> and April 1<sup>st</sup> will be required to have permanent patch in place no later than May 31<sup>st</sup>. Any settling of the permanent patch within 1 year of inspection will be required to be redone at the contractor's expense. Prior to the city contracting for repair, the permittee will be notified and given the opportunity to correct.

Utilities which the city repairs on a contractual basis will be subject to an administration fee of 2% of contract cost. This is to cover billing costs.

**QUALIFIED LICENCES:**

The applicant must be a licensed plumber or a certified pipelayer and must present examples of competency in connections with sanitary sewer main and live watermain taps. The City Engineer will make the final determination if the applicant is qualified for the drainlayer's license. License can be revoked for lack of competency.