

# UTILITY WORK PERMIT

**Instructions:**

All Blue Shaded areas are to be completed by the Permittee or Licensee requesting the Permit.  
All Green Shaded areas are to be completed by the Issuing Authority (IA), which will be either the TWDX Infrastructure ("TWDX") inspector overseeing the Permit or TCMC.

Permit must be filled out completely. Submit completed Permit to TCMC at ([cmc@towardex.com](mailto:cmc@towardex.com)) for approval and issue. **PERMIT IS NOT APPROVED AND NO WORK IS GRANTED UNTIL TCMC ISSUES A PERMIT NUMBER.** Under no circumstances shall the Permittee or any person enter or perform work in TWDX owned underground utilities without a TWDX Inspector present at the work site. Licensee will be charged an Inspection Fee in accordance to the schedule set forth in the Conduit License upon conclusion of the Permit.

FOR ASSISTANCE, EMERGENCIES OR TO REPORT HAZARDS, CALL HEX CONDUIT SYSTEM PLANTMASTER: (617) 863-8325 ([plantmaster@towardex.com](mailto:plantmaster@towardex.com))



Engineering and Projects Division  
Approved for Work when a valid Permit Number is issued below.  
CONTACT INSPECTOR:  
617-863-8325

**1. Date Issued (ISS):** [ ] / [ ] / 20[ ]

**Start Date:** [ ] / [ ] / 20[ ]

**Est. Completion Date:** [ ] / [ ] / 20[ ]

**Permit Number (filled out by TCMC):**  
WP-[ ]

**2. Location and Purpose of Entry**

Describe the location (intersection, city, etc) and purpose of the work, specifically the extent of where TWDX facilities are involved. If construction is involved, attach Conduit Placement or Excavation Plan.

[ ]

**If the Permittee requests to enter a TWDX owned handhole, manhole or underground vault:**

List all TWDX Handhole, Manhole or Underground Vault to be entered under this Permit, by their identification numbers (e.g. C19D3-205, C19E1-104, etc):

[ ]

**3. Authority Having Jurisdiction (AHJ) over the Right of Way**

**If the work involves a city owned road/street:**

List name of the jurisdiction (e.g. City of Somerville) and corresponding permit numbers. **Reminder: TWDX requires Licensees of the HEX Conduit System to obtain Street Occupancy Permit from the AHJ when accessing TWDX owned utilities located in a city owned road or street. It is the responsibility of the Permittee to obtain all appropriate approvals and permits from the AHJ at its own expense.**

[ ]

**If the work involves a state highway, MBTA or MassDOT facility or right of way:**

List name of the authority having jurisdiction (e.g. MBTA) and corresponding License or permit; attach as necessary.

[ ]

**If the work involves a private property (e.g. TWDX facilities installed in an easement):**

List name of the property owner and copy of license, or written permissive communication (e.g. email or company letterhead from owner's authorized representative), or documentation of easement.

[ ]

**4. Permit Issuance Checklist (Check box when complete)**

<input type="checkbox"/> <b>Insurance</b>	Permittee and Licensee of the HEX Conduit System performing work have met insurance requirements and furnished Insurance Certificates to TCMC.
<input type="checkbox"/> <b>Dig Safe</b> Dig Safe Ticket Number: [ ]	<b>STATE LAW:</b> If excavation (no matter how small) is involved, Permittee has called Dig Safe at 811 or 1-888-344-7233 at least 72 hours prior to the start of work. Provide Dig Safe Ticket #.
<input type="checkbox"/> <b>Railroad Requirements</b>	If the Permittee is working within any railroad Zone of Influence, or within HEX Project Section C19D3, confirm that the Permittee, its subcontractors and the Licensee have met all applicable insurance requirements, including Railroad Protective Liability. Also confirm that RWP training, site access and License requirements are met to railroad operator's procedures.
<input type="checkbox"/> <b>Traffic Control Plan</b>	Permittee at its own expense, has completed Temporary Traffic Control Plan (TTCP) and will erect all necessary traffic control signs and safety devices at the work site in accordance to Federal Highway Administration Manual on Uniform Traffic Control Devices (MUTCD) and 2009 Commonwealth of Massachusetts Amendments. Permittee at its own expense is also responsible to submit approved Traffic Management Plan (TMP) with the AHJ.

<input type="checkbox"/> <b>Police Detail</b>	Permittee at its own expense, has organized escort by Uniformed Police Officers at the work site. Police details (including selection of police department providing the detail) must be arranged in accordance to requirements of the AHJ at the work site.
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**5. Permit Required Confined Space (Check box if the situation applies)**

Work involves entering a TWDX owned underground vault or manhole which is identified as Confined Space per 29 CFR 1910.146(b). **In addition, entering of any TWDX manhole having depth of ≥ 5' to the bottom of the vault when measured from top surface of the road, or any vault described to be larger than 5' – 0" in any dimensional length, width or depth is automatically classified as Permit Required Confined Space (PRCS) and this box must be checked.**

If checked, the Permittee has also submitted a completed **Form NC-7 Confined Space Entry Permit** to TCMC ([cmc@towardex.com](mailto:cmc@towardex.com)).

**6. Grant of License to Enter TWDX Facilities**

- All personnel performing work at the work site (including Permittee, Licensee and its employees and subcontractors) must be wearing all necessary Personal Protective Equipment (PPE) at all times while working in the HEX Conduit System. This equipment shall include, at minimum, a hardhat and reflective safety vest (or equivalent Hi-Vis clothing meeting ANSI/ISEA 107 Class 2 High Visibility rating or higher), regardless of the scope and type of work being performed that involves TWDX owned utilities. Other safety equipment shall be added as required (e.g. confined space requires additional equipment) to perform the work in accordance with all local, state and federal requirements in effect.
- When in the opinion of the local or state authority (including police offers at the job site, city and/or state Engineer) or TWDX Inspector that the Permittee's operation constitutes hazard to traffic, public, or structural safety, the Permittee and Licensee are required to fully comply with directions of such authority, including suspension of work during certain hours and removal of equipment from the right of way.
- At the completion of the Permit, all disturbed areas shall be restored to condition equal or similar to that which existed prior to the work. The facility shall be kept clean of debris of any nature at all times and shall be thoroughly cleaned at the completion of the Permit. If the Permittee is constructing a new entry into TWDX underground facility (including vaults and duct banks), the Permittee and the Licensee shall assume responsibility for the structural integrity of the underground facility and any damage caused to existing facilities and cable plant. Notwithstanding the foregoing, the Licensee shall assume full responsibility for the structural integrity of any work described in the Permit.
- This Permit is to be issued with the stipulation that it may be modified or revoked at any time at the discretion of the TWDX Inspector, TCMC or an authorized representative without rendering said Department or TWDX liable in any way.
- Permittee shall remove all of its work equipment and temporary traffic control devices upon conclusion or termination of the Permit. If it becomes necessary for TWDX to remove any construction warning devices or their appurtenances from the project due to negligence by the Permittee or Licensee, all costs for this work will be charged to the Licensee.
- The Licensee and Permittee shall indemnify and hold harmless TWDX and its directors, officers, employees, affiliates, subsidiaries and its agents and subcontractors against all suits, claims or liability of every name and nature arising at any time out of, or in consequence of the acts of the Licensee or Permittee in the performance of the work being covered by the Permit; and/or failure by the Licensee or Permittee to comply with the terms and conditions of the Permit or any additional permits and licenses from applicable authorities, whether by themselves or their employees or sub contractors.

Subject to all terms, conditions and restrictions printed or written on this entire document and any attachments thereto, permission is hereby granted (the "Permit") to the below named Permittee to enter upon the TWDX owned underground utilities as identified herein:

**Approval by Issuing Authority (IA) (Complete by TWDX Inspector approving work or TCMC)**

<b>Printed Name:</b>	<b>Signature:</b>	<b>Date/Time:</b>
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**Acceptance by Permittee (Complete by Permittee applying for this Permit)**

<b>Printed Name:</b>	<b>Signature:</b>	<b>Date/Time:</b>
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**Name of the Applicant (the "Permittee"):** (Legal name of the Licensee or entity applying for Permit)

**Work Site Contact(s) for Permittee:** (name and phone # of the foreman or manager at work site)

**11. Permit Cancellation (Complete at the end of job, or upon Permit revocation)**

**Date/Time:** [ ]



**CAUTION**  
Hard Hats, Eye Protection, Hi-Vis Vests and Protective Footwear are required to be worn at all TWDX work sites.



**WE WOULD LIKE TO REMIND YOU:**  
Federal regulation requires Entry Permit to be posted and made available to entrants prior to entering a Permit Required Confined Space. Follow all checklists and procedures of the entry permit prior to entry.

