



# CITY OF HOUSTON

Department of Public Works and Engineering

This application is being filled by:

- Owner of facility for the purpose of excavation permit
- Contractor for the purpose of obtaining Excavation permit

Please fax this form with a copy of the liability insurance to [streetcutops@houstontx.gov](mailto:streetcutops@houstontx.gov)  
 If you have any question please email us at: Street Cut email: [streetcutops@houstontx.gov](mailto:streetcutops@houstontx.gov)

Company Name:		Business Type:	
Telephone Number:		Fax Number:	
Emergency Contact Number:			
E-Mail Address:			
Insurance Company Name:		Telephone Number:	
Insurance Company Address:			
Insurance Policy Number:		Insurance Expiration Date:	
Policy Limits: not less than \$150,000/\$150,000/\$500,000		Yes	No
Does policy include a provision obligating the insurer to furnish to the City Engineer at least 15 days prior written notice of any cancellation?		Yes	No
Company Mailing Address: _____			
Address			
_____			
City		State	Zip Code
Company Physical Address (if different from above):			
_____			
Address		City	State      Zip Code
Company's Owner : Last:		First:	Middle:
(Login name shall consist of First Name's initial and the Last Name, one word, up to 8 characters, all lower case.)			
Company 's Password (up to 8 characters, case sensitive):			

# STREET CUT REGISTRATION INSTRUCTIONS

Send **both** documents back to [streetcutops@houstontx.gov](mailto:streetcutops@houstontx.gov)

Make sure you follow the instructions below.

Just fill out the attached registration form. Make sure the Certificate of Liability Insurance information in the Certificate holder box matches what is on the example one I am sending you. **Also make sure your company name & address match on the registration and Insurance if not it will be rejected.**

The Certificate Holder needs to read:

City of Houston  
Attn: Street Cuts  
PO BOX 1562  
Houston, Tx 77251

To familiarize yourself with the rules and regulations for our section you can visit our website and **click on 1.resources** for any question you may have. (this at the bottom left of the page) **Once we register you will be able to login with your username & password.** All the username, password, & link info will be sent to the email you put on the registration form.

<https://hpgisapps.houstontx.gov/scps2/>

Thanks,  
*Street Cuts*  
City of Houston  
Street Cuts  
Street Cuts Email: [streetcutops@houstontx.gov](mailto:streetcutops@houstontx.gov)



**Sec. 40-146. Defaults; unauthorized excavations.**

(a) The city engineer shall not issue a permit to any person who is in default or breach of any obligation to the city under this article on a prior permit or on a warranty obligation under section 40-158 or 40-159 of this Code.

(b) The director is authorized to debar from obtaining a permit any person who has performed an unpermitted excavation or any owner who has knowingly allowed that practice. Any such debarment shall be for a reasonable period of time that is consistent with the nature and circumstances of the alleged transgressions. Regulations shall be issued for debarment under section 40-128 of this Code.

(c) Before invoking the provisions of this section, the city engineer shall provide a written notice to the affected persons and afford them a right to a hearing under section 40-126 of this Code.

**Sec. 40-147. Insurance.**

(a) As a condition of the issuance of a permit, the applicant shall provide evidence that the applicant holds a current policy of comprehensive general liability insurance covering the excavation, with an endorsement for any liability assumed under this article and policy limits of not less than \$150,000 for property damage, per occurrence, and of not less than \$150,000, per person, and \$500,000, per occurrence, for bodily injury or death. Each policy shall include a provision obligating the insurer to furnish to the city engineer at least 15 days prior written notice of any cancellation.

(b) The failure of the permittee to continuously maintain any required coverage shall cause any permit covered thereby to become invalid. No work may be performed on any excavation at any time when any required proof of insurance coverage is not on file in the city engineer's office. Following notice and an opportunity for a hearing under section 40-126 of this Code, the city engineer shall revoke any permit for which any required proof of insurance is not being maintained.

(c) For joint applications and permits, the coverage required in this section may be provided by a policy jointly covering all of the applicants or by separate proofs of coverage for each applicant or permittee.

**Sec. 40-148. Amendments; extensions.**

(a) A permit shall no longer be valid if there are material changes to the excavation, including but not limited to a change in the scope of the work or the method of performing the work of such consequence that the drawings and specifications no longer accurately depict the work. An amendment shall be required in order to continue the excavation. To obtain an amendment, the permittee shall submit an application



# ACORD CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

PRODUCER  TX 75355-1508	THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.	
	INSURERS AFFORDING COVERAGE	NAIC #
INSURED  TX 75061-0000	INSURER A: Tudor Insurance Co.	
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	

## COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSURANCE TYPE	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YYYY)	POLICY EXPIRATION DATE (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY	PGL710948 02	08/28/2004	08/28/2005	EACH OCCURRENCE \$
	COMMERCIAL GENERAL LIABILITY				DAMAGE TO RENTED PREMISES (Per occurrence) \$
	CLAIMS MADE <input type="checkbox"/> OCCUR <input type="checkbox"/>				MEG EXP (Any one person) \$
	GENL. AGGREGATE LIMIT APPLIES PER: POLICY <input type="checkbox"/> PRO <input type="checkbox"/> LOC <input type="checkbox"/>				PERSONAL & ADV INJURY \$
					GENERAL AGGREGATE \$
					PRODUCTS - COMP/OP AGG \$
	AUTOMOBILE LIABILITY				COMBINED SINGLE LIMIT (Per accident) \$
	ANY AUTO				BODILY INJURY (Per person) \$
	ALL OWNED AUTOS				BODILY INJURY (Per accident) \$
	SCHEDULED AUTOS				PROPERTY DAMAGE (Per accident) \$
	HIRED AUTOS				
	NON-OWNED AUTOS				
	GARAGE LIABILITY				AUTO ONLY - EA ACCIDENT \$
	ANY AUTO				OTHER THAN SA ACC \$
					AUTO ONLY \$
	EXCESS/UMBRELLA LIABILITY				EACH OCCURRENCE \$
	OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/>				AGGREGATE \$
	DEDUCTIBLE				\$
	RETENTION \$				\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY				WC STATUTORY LIMITS OTHER \$
	ANY PROPRIETOR/PARTNER/EXECUTIVE/OFFICER/RETIRED EXCLUDED?				E.L. EACH ACCIDENT \$
	If yes, describe under SPECIAL PROVISIONS below				E.L. DISEASE - EA EMPLOYEE \$
	OTHER				E.L. DISEASE - POLICY LIMIT \$

EXAMPLE OF FORMAT

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS

### CERTIFICATE HOLDER

CITY OF HOUSTON  
STREET CIVT PERMITS  
P.O. BOX 1562  
HOUSTON, TX 77281

### CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE

*[Signature]*