

# Trenchless Excavation Utility Damage Prevention Policy

This Policy applies to permits for any trenchless excavation, including directional drilling including pneumatic boring (missiles). The following requirements shall be followed when performing trenchless excavation within the of the City of Columbia, Missouri

1. All companies doing business within the City of Columbia must maintain a current City of Columbia Business License.
2. A City of Columbia, Missouri Right of Way Permit must be obtained through the Community Development Department.
3. Each directional drilling permit shall be limited to 1500 lineal feet per permit
4. All property owners adjacent to utility easement and/or right of way must be notified with the following information before work can begin. A sample of the notification is required to be submitted with the permit.
  - A. Name of Company doing the work.
  - B. Contact name and number of person/persons responsible for work being performed.
  - C. A note stating that "All work done on owner's property must be performed within the designated utility easement. Contractor is responsible for returning the easement area to its previous condition and for any and all cost incurred if there is damage."
  - D. A note stating that "It is suggested that the property owner record the existing condition of their property in the event that there is damage in the easement and/or right of way."
5. A Pre-Construction meeting is required with contractor performing the work and the assigned City of Columbia inspector before work begins. A Pre-Construction meeting will be scheduled when Permit is issued.
6. Contactor shall obtain all utility locates no more than three working days before starting work.  
**Contact Missouri One Call 1-800-dig-rite or (811)**
7. Contractor may be billed by City of Columbia for excessive utility locate requests.
8. Contractor shall comply with all applicable federal, state, and local laws, codes and ordinances, including the procedure and requirements for trenchless excavation set forth in section 319.037, RSMo.  
**Failure to comply will result in a Stop Work Order being Issued.**
9. Allowable working hours are as follows:
  - Monday – Friday: 7am – 7pm
  - Saturday: 9am – 5pm
  - Sunday: none

10. All work must be completed, and the permit closed within 30 calendar days, this includes restoration of all yard(s), and other areas affected (sidewalk, driveways, streets, etc.) No new permits shall be issued if contractor has expired open permits.

11. Contractor is responsible for any and all cost incurred if a utility is damaged.

12. All funds due to the City of Columbia must be paid within 30 days of invoice.

Failure to pay funds due to the City of Columbia within 60 days may result in a Stop Work Order being issued and/or withdrawal of permit(s).

I have read and understand the contents of the City of Columbia Trenchless Excavation Utility Damage Prevention Policy

Company Name: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Assigned City of Columbia Inspector:

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

Phone: \_\_\_\_\_

Office Phone: 573-874-7474