



TOWN OF VERNON

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OFFICE OF THE
TOWN ENGINEER

NOTICE TO ALL CONTRACTORS DOING BUSINESS WITH THE TOWN OF VERNON ENGINEERING DEPARTMENT

All contractors performing work within the Town of Vernon right of way shall be required to purchase an annual Contractor's License from the Vernon Engineering Department. In order to obtain a license, every contractor must show proof the following:

1. Insurance in the following amounts:

Commercial General Liability

- Each Occurrence: \$1,000,000
- Personal/ Advertising Injury Per Occurrence: \$1,000,000
- General Aggregate \$2,000,000
- Product/Complete Operations Aggregate: \$2,000,000
- Fire Damage Legal Liability \$ 100,000

Automobile Liability

- Each Accident: \$1,000,000
- Hired/Non-owned Auto Liability \$1,000,000

Workers' Compensation/Employers Liability

- Workers' Compensation - statutory requirement set forth by the State of CT

This insurance certificate must be on file in the Engineering Department and must remain valid throughout the licensing period.

- 2. A Permit Bond** in the amount of not less than \$10,000. This permit bond shall be on file with the Engineering Department and shall remain in full force for at least 12 months from the application date of last permit issued. Contractors may use the Town of Vernon permit bond forms, or use another surety form satisfactory to the Town Engineer.

Note: The insurance and bond requirements specified above are revised from those required of contractors currently holding licenses and bonds with The Town of Vernon. The revised insurance and bond requirements will be required the next time your annual Town Contractor's License is renewed.

3. A valid **State of CT License** for the applicable work proposed which shall be on file with the Town's Engineering Department.

Licenses are valid from January 1st to December 31st. You may purchase one at the Engineering Department. Each contractor will have their own separate license number.

After obtaining a license, the contractor may then apply for a permit to perform the specific work. As with the licenses, the permits may be obtained and paid for at the Engineering Department. The permits may be mailed in as long as there is a check included for each permit. Checks for the licenses and permits may be made out to the Town of Vernon.

During their meeting of February 2, 2010, The Town Council adopted the following fees for licenses and permits:

Town of Vernon Contractor's License	\$100.00 per year
Road Excavation Permits	\$100.00 each
Driveway Permits	\$50.00 each

If you have any questions, feel free to call. Thank you for your cooperation.