



Town of Christiansburg, Virginia 24073

100 East Main Street ~ Telephone 540-382-6120 ~ Fax 540-382-7338

Underground Utility Permit Requirements and Guidelines

The conditions for when an approved underground utility permit is required are listed below:

- Installation of new facilities
- Replacement/maintenance of existing facilities with road bore or without road bore

The only situations where an approved permit would not be required are:

- Installation of a service outside of the Town's right-of-way
- Spot repair, defined as digging in the same spot repairing your own utility using the same materials. A spot does not include an entire section of the utility.

If there are questions regarding the necessity of an approved permit, please contact Todd Walters, Assistant Director of Engineering or Woody Nelson, Foreman, Utility Location Division of Public Works. Todd can be reached at (540) 382-6120 Extension 1153 or at twalters@christiansburg.org; Woody can be reached at (540) 257-0671 or at wwnelson@christiansburg.org.

A valid business license purchased from the Town of Christiansburg or a locality in the state of Virginia along with a copy of the business's certificate of liability and workers compensation insurance must be supplied and verified by our Business License Clerk before approval can be issued. If you have any questions regarding the Town's business license requirements, you may contact Stacy Harris at (540) 382-6128 Extension 1159 or by email at sharris@christiansburg.org.

The attached permit application must be fully completed and a detailed layout or map of the excavation area must accompany the application. The layout or map should include footage and starting/stopping points of the project. Mapping resources (e.g., Google Earth) are ideal tools in assisting to identify the proposed work area. Failure to provide mapping information with complete details may delay approval of the permit application. Work at a project site should not begin until an approved permit is obtained. Once the permit is approved, it will be sent to the listed applicant. A copy of the permit must be kept at the project site and any changes to the location, scope or materials used in the referenced project must be approved by a field inspector prior to installing.