



**Application to Install Underground  
 Utility in Public Property**

Permit Number: \_\_\_\_\_  
 Date: \_\_\_\_\_

**APPLICANT INFORMATION:**

Name of Applicant: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Will a Contractor / Subcontractor be used?  YES  NO  
 If NO, please provide name and phone of Job Foreman.

Name of Job Foreman: \_\_\_\_\_ Phone: \_\_\_\_\_

Location of Project: \_\_\_\_\_

**Note: A detailed map or layout of the excavation area MUST accompany this application. The map must include footage and starting/stopping points of the project. Failure to provide mapping information with complete details may delay approval of the permit.**

Description of Project: \_\_\_\_\_

Pipe or Conduit Materials: \_\_\_\_\_

**Contractor / Subcontractor Information:**

**Note: Contractors / Subcontractors performing work in the Town of Christiansburg must have a valid Virginia or Town of Christiansburg business license, valid Virginia contractor's license and a current copy of Certificate of Liability Insurance on file. Please contact Stacy Harris, BPOL Clerk, at (540) 382-9519 ext. 1159 regarding license requirements. Failure to provide license information may delay approval of the permit.**

Name of Contractor or Subcontractor: \_\_\_\_\_

Estimated Construction Cost: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Virginia Contractor's License #: \_\_\_\_\_ Class: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

**The undersigned Applicant agrees to abide by all ordinances and regulations of the Town of Christiansburg pertaining to this type of installation.**

\_\_\_\_\_  
 Applicant's Signature

**OFFICE USE ONLY:**

License Verification Completed: \_\_\_\_\_

The foregoing application is **APPROVED / DISAPPROVED** and permit granted, subject to compliance with all regulations pertaining to the same.

Date: \_\_\_\_\_ Signed: \_\_\_\_\_

Date: \_\_\_\_\_ Signed: \_\_\_\_\_

**Note: Inspections are required and will occur:**

1. Prior to the commencement of work.
2. Prior to back filling open ditches.
3. Upon completion of the project.