



ENGINEERING DEPARTMENT EXCAVATION PERMIT GUIDANCE

Revised May 22, 2019

The following list was created to assist Utility Companies and Boring Contractors on what is required from the Engineering Department on Excavation Permit approvals. Please be aware that Community Development Department may have additional requirements above and beyond these listed below. This list was developed to provide assistance and is only a guideline; additional information may be required once a permit application is submitted.

If you have any additional questions or need clarification please contact Jody Ewing with the City's Engineering Department at 228-435-6269 or jewing@biloxi.ms.us.

EXCAVATION PERMIT PROCESS:

- Step 1: Applicant fills out Excavation Permit Application Form (available online or at the Engineering Department).
- Step 2: Engineering Department (ENG) reviews and works out any potential utility conflicts with Applicant.
- Step 3: Once complete, ENG notifies Community Development (CD) when permit can be issued.
- Step 4: Applicant pays permit fees to CD and CD issues Permit directly to Applicant.

PERMIT REQUIREMENTS

Companies/Contractors should be aware of the following conditions/requirements that are required by City Ordinance:

- No permit will be issued without a detailed schedule of installation and repairs.
- No permit will be issued without the MS811 Ticket Number.
- Contractors will be in violation of the permit if updated MS811 Tickets have not been provided to the Engineering Department.
- Contractors are required to submit videos of any storm drain lines, sewer mains, or sewer services within 100' of boring/excavation operations.
- An excavation permit is required even in newly developed subdivisions.

Utility Companies and Contractors are encouraged to review City of Biloxi Code of Ordinance *Section 17-2-10 Street Trenching and Right-of-Way Management*.

Authorization of a permit does not alleviate the applicants' responsibility to comply with all other city, county, state, and federal permitting requirements.