



**Town of Orange
Public Works Department**

235 Warren Street, Orange, Virginia 22960 - 1401

Phone: (540) 672-4791 Fax: (540) 672-9250

Email – k.strawser@townoforangeva.org

PERMIT NUMBER ISSUED: _____

DATE ISSUED: _____

APPLICATION FOR SERVICE WORK

1. Application is hereby made to the Town of Orange for the following work:
 - (a) Inspection of sewage service from property line to house _____
 - (b) Inspection of water service from property line to house _____
 - (c) Land Use _____
 - (d) Other Service (working in Town ROW) _____
2. **Bill to Responsible Party:**
Name: _____ Email: _____
Tax Map #: _____ Telephone #: _____
Street Address: _____
Mailing Address: _____
3. **Contractor Information:**
Name: _____ Company: _____
Street Address: _____
Mailing Address: _____
Telephone #: _____ Federal ID #: _____
On-Site Foreman/Supervisor Name: _____ Phone # _____
Email: _____
4. TYPE OF STRUCTURE TO BE SERVICED
Residential _____ Commercial _____ Land Use _____
5. The Contractor must contact the Public Works Department at (540)672-4791 prior to commencing construction.
6. Permit terms needed _____ days Date work will begin _____
7. Description of work to be performed: _____

8. **SKETCH OF PROJECT**

APPLICANT'S SIGNATURE

DATE

PERMIT EXPIRES 12 MONTHS FROM THE DATE OF ISSUE, UNLESS OTHERWISE STATED



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**TOWN OF ORANGE CONSTRUCTION
& INFRASTRUCTURE AGREEMENT**

I, _____, as contractor, developer, or any person doing work within the Town right of way, or doing work connected to Town infrastructure agrees to completely follow all rules and regulations within the Town of Orange Public Facilities Manual current edition.

I hereby acknowledge that I have a current copy of the Town of Orange Public Facilities Manual or that one has been offered to me upon submitting my application for the Service Work Permit. It is hereby acknowledged that the contractor, developer, or any person applying for a Service Work Permit is responsible for obtaining, maintaining and updating their individual copy of the Town of Orange Facilities Manual, and that the Town of Orange is not liable for any lost, damaged or outdated manuals.

Contractor Name: _____
(Please Print)

Signature: _____

Date: _____

Do you have a copy of the Town of Orange Public Facilities Manual? _____ Yes _____ No

*Town of Orange Public Facilities Manuals are available for review on our website at
<http://www.townoforangeva.org/documentcenter/view/123> or purchase at the Public Works Department.
The cost of the manual is \$30.00*



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**PLEASE BE ADVISED THAT ANY WORK PERFORMED IN THE RIGHT OF WAY OR THAT REQUIRES A
CONNECTION TO THE TOWN'S INFRASTRUCTURE – REQUIRES A CONSTRUCTION/SERVICE WORK PERMIT
FROM THE PUBLIC WORKS DEPARTMENT**

PROCEDURE FOR TOWN OF ORANGE CONSTRUCTION/SERVICE WORK PERMIT

1. Contractor must complete the application, including the sketch.
2. At least 48 hours' notice must be provided, in order to issue the permit before work is scheduled to begin. Exceptions will be made for emergency repairs to water and sewer lines, and at the discretion of the Director.
3. Contractor must provide contact information of supervisor on site.
4. Application must be returned to the Public Works Department, emailed to k.strawser@townoforangeva.gov or faxed to (540) 672-9250.
5. \$25.00 minimum fee for inspection/permit fee. This includes on-site inspection of 15 minutes. Any additional time and/or material will be charged accordingly.
6. Inspection fees will be billed monthly, or upon completion of project, whichever is first.
7. Permit may be granted up to 12 months.
8. Permits are only applicable to location and project listed on the permit.
9. Permits must be obtained for the following:
 - **Any** work with the Town Right of Way
 - Any equipment or material (s) being stored or parked within right of way
 - Any replacements or repairs to water or sewer lines
 - Any replacements or repairs to storm drain lines
 - Any replacements or repairs to sidewalks, or driveways within the Town Right of Way
 - Any blockage of streets, intersections or sidewalks

THINGS TO REMEMBER WHEN PERFORMING WORK UNDER THE PERMIT

1. Approved safety vest must be worn at all times when in the right of way.
2. All signs must be VDOT approved.
3. Work zone must comply with the latest edition of "Work Zone Safety" of VDOT.
4. All work must conform to the Town of Orange Public Facilities Manual. This manual is available online at www.townoforangeva.org/documentcenter/view/123

If you have any questions or concerns please contact the Public Works Department (540) 672-4791