

Number: _____
(to be assigned by NPS Permit Office)

**Requirements for
Short Term Construction Permit
National Capital Parks-East**

Contractors requesting to perform work in National Capital Parks-East (NACE) are required to obtain a permit prior to starting work. It generally will take about 3 weeks to obtain the permit, though some may be faster, For example, simple plans with very low potential for impacts to NPS resources may require less time to permit.

Items to be provided on the permit application include:

1. Description of work including location, staging area, and impacts to NPS resources including but not limited to streets, sidewalks, turf, trees, structures, and access to facilities. (You will be notified if a resource protection plan is required.)
2. The permittee shall supply 8- by 10-inch photographs (color or black and white) of all parkland that will be disturbed under this permit.
3. Name, address, and telephone and fax numbers of the representative who will sign the permit for that agency permittee (for example: John Doe, Department of Energy, 1101 L'Enfant Drive,). Typically, the permittee is an agency, not a contractor.
4. Name and cell phone of the representative who will be the on-site, day-to-day contact.
5. Proposed dates and hours of work. Coordinate in advance with park staff regarding special events, rush hours, and other considerations.
6. Traffic control plan (in accordance with MUTCD) if there is to be any work in an NPS owned street.
And/Or
Pedestrian traffic control plan including the handicap accessible route, if interruption to normal pedestrian flow will be disrupted.
7. Payment of \$250 for application review. This payment will be in the form of a check payable to National Capital Parks-East, from either the applicant or their contractor (this fee can be waived at the Superintendent discretion, briefly explain your reason(s) for requesting the fee to be waived).
8. A Certificate of Liability Insurance in the amount of \$1M per person for one claim, with an aggregate limit of \$3M. The Certificate of Liability Insurance must show the National Park Service as

additionally insured in the Special Provisions block and in the Certificate Holder block. Our address must be shown:

National Park Service
National Capital Parks-East
1900 Anacostia Drive, S.E.
Washington, D.C. 20020

9. A bond in an amount commensurate with the estimate of potential unbudgeted costs to be incurred by the NPS, including restoration of damaged government property, as determined by NPS. The applicant or their contractor may provide the bond. The bond will be in the form of a **check payable to National Capital Parks-East** that will be deposited with the Department of the Treasury until the work, including any restoration of damaged property or unprogrammed work by the NPS, is complete. The purpose of this bond is to assure that government property will be restored to the original condition when the contractor has completed work, and to reimburse NPS staff overtime if any. If costs to the NPS exceed the amount of the bond, the permittee will be billed for actual costs in excess of the bond. If all work and repairs are satisfactory, the amount of the bond, less \$50 for cost of final inspection, will be returned.

10. For return of any portion of the bond described above, two forms must be filled out and returned to this office in compliance with the Debt Collection Improvement Act of 1996 (31 U.S.C.7701). The DCIA requires the Taxpayer Identification Number of persons doing business with the government and requires that Federal payments after July 26, 1999, be issued via Electronic Fund Transfer. This office can provide these two forms, Taxpayer Identification Number (W-9) and the ACH Vendor/Miscellaneous Payment Enrollment Form, either electronically or in paper form.

Internal Use

Assigned to:

Date: