



CITY OF MOUNT VERNON, NEW YORK  
DEPARTMENT of PUBLIC WORKS

**SHAWYN PATTERSON-HOWARD**  
*Mayor*

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**DAMANI L. BUSH**  
*Commissioner*  
**ROBERT L. HACKETT**  
*Deputy Commissioner*

**REQUIREMENTS FOR OBTAINING A  
STREET/SIDEWALK OPENING PERMIT**

- **INSURANCE**
  - o General Liability
  - o Workmen’s Compensation
  - o Additional Insured – City of Mount Vernon
  - o Certificate Holder – City of Mount Vernon
  - o Street Opening Bond – 5,000
  
- **CODE 53**
  - o Must be called to obtain a case number prior to commencement of work
  - o Phone: 1-800-962-7962
  
- **PLUMBER’S PERMIT**
  - o Must be obtained prior to DPW issuing the permit
  
- **CUT-OUT**
  - o Blacktop Roadway: 5’ x 10’ minimum opening
    - At least a 5-foot cutoff
  - o Concrete Roadway: 8’ x 10’ minimum opening
    - At least a 5-foot cutoff
  
- **RESTORATIONS**
  - o Contractor is responsible for backfill and permanent restoration according to specifications and inspections by the City Inspector prior to backfill
  - o Street cut-out must be saw cut
  
- **FEE**
  - o \$350.00
    - Accepted Forms of payment:
      - Certified Check or Money Order, Payable to “The City of Mt. Vernon”
      - Cash
      - Credit or Debit Card (3.5% fee)