

**University of South Alabama
Dig Permit**

Project: Project Name
Request No.: 00-00

Contractor: General Contractor, Inc.
Location:

Scope: These guidelines apply to all excavation projects to be performed that are **(18 inches or greater in depth)** on University properties involving USA departments and/or outside contractors. When working within five feet of a building the 18 inches or greater rule will not apply. The project manager will issue the control number for the project starting with the project initiation date as the first six digits; ex. 021004.

A) Requesting Manager/Contractor Information Control No. 000000-0000

Company Name: General Contractor, Inc.
Address: Address
24-Hr Emergency Tel No: 000-000-0000 USA Proj. Mgr.: Name
Contact Person (Office): Name Tel No: 251-460-7127
Tel No: 000-000-0000 Fax No: 251-461-1370
Contact Person (Job Site): Name
Tel No: 000-000-0000 Fax No: 000-000-0000

B) Description of Work

Reason for excavation: _____.

Project starting date: _____ Project ending date: _____.

Sketch or plans attached defining location and depth of excavation required: _____.

The requesting applicant must also stake out or otherwise mark the work area.

Any planned utility outage associated with this project? _____.

A 48-hour (2 working days) notice must be provided to the Central Plant Department and to the Safety and Environmental Compliance Department.

Utility type: (Check if YES)

Electrical _____ Data/Telecommunications _____ Gas Line _____ Water _____.

Other (specify) _____

Type of Excavation: (Check if YES)

Bore _____ Trench _____ Pavement/Sidewalk Cut _____ Ground Surface _____.

Type of Shoring to be used if need: _____.

Type of equipment to be used for excavation: _____.

Dimensions of proposed excavation:

Length: _____ Width: _____ Depth: _____.

Proposed Traffic Control: (Check if YES)

Detour: _____ Lane/Sidewalk Restriction: _____ Barricade Equipment Type: _____.

University of South Alabama
Dig Permit

C) Instructions

1. The applicant must obtain a copy of the appropriate USA Campus Plan, which is available at the University Architect's Office. The location and description of the proposed excavation(s) shall be recorded on this plan and this information shall be submitted to USA's Central Plant Office for approval.
2. The Dig Permit applicant is responsible for ensuring that all excavation workers have received safety awareness training regarding excavation projects prior to beginning this project.
3. An initial exclusion zone of a 30-foot radius around the work site will be maintained and all non-essential personnel will be denied access until the Project Manager directs otherwise. An exclusion zone larger than 30-foot radius can be established, if necessary, and reduction in size must be approved by the Safety and Environmental Compliance Office.
4. Applicant is responsible for providing **red line** as-built drawings to the University Architect's Office prior to receiving final payment. The as-built drawings shall clearly and accurately indicate the location and depth of all permanent improvements to the site (dimensioned off of an adjacent building or other site landmark) and all revisions to the existing utility system(s). A description of the improvements shall also be included with this drawing.
5. It is the **Applicant's** responsibility for the repair of any damage caused by the excavation.
6. This form, upon approval, must be in the possession of the operator performing the Excavation. If work has not commenced by the specified termination date, the permit will become void and the applicant must re-apply. If work extends past the approved date, then the applicant must call Central Plant (460-7047) to gain permission to extend the permit.
7. It is the applicant's responsibility to ensure all excavation operations are accomplished in accordance with Federal, State and University regulations.
8. Debris piles created during excavation work must be maintained in a manner that prevents erosion. Plastic tarps covering the piles or hay bales may be used.

Work shall stop immediately if any hazards are encountered during excavation. The worker must immediately evacuate the area and contact the Central Plant Office at **460-7047**. In no case will excavation work resume at the site until the area is determined to be safe by University representatives. **Contractor is responsible for any damage and related repairs should he inadvertently hit a service line.**

Upon receipt of the completed application the appropriate University departments will verify the location and type of all known utilities in the area of the proposed excavation and will "field-mark" the locations on the ground. A meeting will then be scheduled with the applicant, a representative from the Central Plant Department and any other appropriate university personnel to review the existing utility information and coordinate construction means and methods. The applicant shall not initiate any digging or excavation work based on the conditions of this permit until this **on-site meeting** has taken place and final approval has been issued. To expedite the approval process the initiating Project Manager may fax the Dig Permit to the appropriate departments with a cover page identifying the control number, recipient, subject and requested return

University of South Alabama
Dig Permit

date/time. Responding departments are permitted to fax the approval page to the Project Manager. A notification to the recipient or their office personnel of the incoming fax may reduce potential delays.

**University of South Alabama
Dig Permit**

**University of South Alabama
Dig Permit – Approval Page**

**Control No. 000000-0000
Request No.: 04-**

APPLICANT’S SIGNATURE: _____ **DATE:** _____

University Architect’s Office Approval _____ **Fax # 461-1370**

Telecommunications Approval _____ **Fax # 460-7625**

Computer Services Approval _____ **Fax # 460-7844**

Grounds Approval _____ **Fax # 414-8238**

Safety and Environmental Compliance Approval _____ **Fax # 460-7278**

Central Plant Office - Final Approval _____ **(Hand Deliver Original)**

Date Coordination Meeting held: _____

Red line As-Built drawings submitted to Architect’s Office: _____