

**University of South Alabama
Dig Permit**

Scope: These guidelines apply to all excavation projects 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 #** _____
Company name & address: _____
24 Hour Emergency Phone No. _____
Contact Person _____
Campus project manager: _____
Fax # _____

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 day) notice must be provided to the Central Plant Department and to the Safety and Environmental Compliance Department.

Utility type:
Electrical _____ Data/Telecommunications _____ Gas Line _____
Water _____ Other _____

Type of Excavation:
Bore _____ Trench _____ Pavement/sidewalk cut _____
Ground surface _____

Type of Shoring to be used if needed:

Dimensions of proposed excavation:
Length _____ Width _____ Depth _____

Proposed Traffic Control:
Detour _____ Lane/sidewalk restriction _____ Barricade equipment type _____

C. Instructions

1. The applicant must obtain a copy of the appropriate USA Campus Plan from the University Architect's Office. The location and description of the proposed excavation 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 the 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 Central Plant Department 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. A description of the improvements shall also be included on this drawing.
5. It is the **Applicant's** responsibility for the repair of any damage caused by the excavation.
6. This form when approved 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 shall re-apply. If work extends past the approved date then the applicant must call Central Plant 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 immediately stop if hazards are encountered during excavation. The worker must immediately evacuate the area and call the Central Plant Office at **460-7047**. In no case will excavation work be allowed to resume at the site until the area is defined as safe by University representatives.

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 other appropriate university personnel to be on the site of the proposed excavation to review the existing utility information and coordinate construction means and methods. The applicant shall not initiate any digging or excavation work until this **on-site meeting** has taken place and final approval has been issued.

APPLICANTS SIGNATURE: _____ **DATE:** _____

Telecommunications Approval _____

Computer Services Approval _____

University Architect’s Office Approval _____

Grounds Approval _____

Safety and Environmental Compliance Approval _____

Central Plant Office - Final Approval _____

Date: _____ **Coordination meeting held.**

Red line As - Built drawings submitted to Central Plant Office _____

Fax approval page to _____