

Dig Permit Instructions

1. Contact the Dig Permit Office at (352) 392-5781 located at Utilities and Energy Services 902 Magnolia Drive, Building 702, Rm 130G in the Utilities Department, Gainesville, Florida 32611-7700. You will need to meet with a Line Locate Technician to discuss your request and to present a sketch or picture what is being requested and he can determine if a permit will be required or what other steps may be needed.
2. If a permit is required, you will need to call the Sunshine State One-Call (811) with the dig information.
3. Sunshine State One-Call (811) will coordinate with the Dig Permit Office to locate utilities not under control of the Dig Permit Office and they will notify the Dig Permit Office of their utilities information. The Dig Permit Office will have 2-3 business days to respond to this request.
4. Once notification has been received from Sunshine State One-Call (811), the Dig Permit Office will send an email notification with application and requirement information to you.
5. Read the [Dig Permit Procedures](#) for complete definitions and procedures.
6. Filling out the [Dig Permit](#) application:

You will need to have the sunshine state ticket number that was provided to you when you called available for this application in order to complete the Dig Permit application form. This form is now available electronically and you must sign and submit it electronically with a valid digital signature.

Example:



If you do not have a valid digital signature, you can come in person for assistance with this application. We are no longer accepting handwritten applications. Please note that this application is not a valid permit until it is signed by the Dig Permit Office.

7. The Line Locate Technician will mark the location and will complete the application form and email it to you or your office. You will need to call the Dig Permit office to meet you at the jobsite prior to the work beginning. The Dig Permit must be visible at all times at the work site.