

Dig Permit Procedures

DIG PERMIT PROCEDURE FOR THE UNIVERSITY OF FLORIDA CAMPUS

I. General

1. Most of the University's utilities distribution system is underground. Any trenching, excavation, or digging operation in an area with buried pipes, cables, or other utilities poses a potential hazard to safety and property.
2. A Dig Permit must be applied for anytime the ground is penetrated, irrespective of the breadth or depth of the penetration. Whenever this document refers to the word "dig" the word references any form of ground penetration.
3. The person, contractor, agency or organization that will be performing the trenching, excavation, drilling or digging activity is responsible for requesting and obtaining permission to perform that activity from the Facilities Services Dig Permit Office.
4. The Facilities Services Dig Permit Office is responsible for approving Dig Permit requests and for retaining records of permit issuance.

II. Definitions

1. Trenching Operation - the removal of earth to a predetermined depth, width and length in order that a continuous conductor, such as piping, electrical conductors or other channels, be emplaced and covered by the removed earth.
2. Excavation Operation - The removal of earth to a predetermined depth, width, and length.
3. Digging Operation - The moving of earth for any reason.
4. Drilling Operation - Boring a vertical in the earth regardless of whether the drill must first pass through concrete or asphalt, or other man-made material.
5. Horizontal Drilling - Any drilling operation where the borehole is not perpendicular to the surface from where the drilling commenced.

III. Procedure

1. The applicant for a Dig Permit must go to the Facilities Services Utility Locations Office, Building 702, Room 130G, and see the Engineering Technician responsible for issuing Dig Permits. The technician is often away from the office, so the applicant should first call (352) 392-5781 to make an appointment to meet with the technician. The applicant must present a sketch or drawing showing the location where the proposed work is to be performed. Additionally, information such as the dimensions of excavation or the depth of a borehole must be included.
2. In addition to coordinating with Facilities Services Dig Permit Office, an applicant must call Sunshine State One-Call (811) to coordinate locating utilities not under control of the Dig Permit office. Sunshine State One-Call (811) requires you to call 48 hours prior to the start of any work. They will locate AT&T lines, Cox Cable lines and GRU gas lines. Personnel at the Dig Permit office will locate all other UF utilities.
3. The applicant must fill out the top portion of the Dig Permit, indicating the applicant's organization, telephone number, address, name and title of contact person. Also, the type, location, and dates of work to be done must be included.
4. The applicant must sign and date the permit application, acknowledging responsibility for adhering to all applicable trenching safety operations. The University of Florida Policy, UFEHS-SAFE1-03/14/2002 references both OSHA 29CFR 1926 Subpart P and the Governor's Executive Order 2000-292. This policy is available from the Environmental Health and Safety Office as well as online at their web site.

5. After the Facilities Services Dig Permit Office receives an application, a representative from the Dig Permit Office will mark the University controlled utilities. The representative will then notify the applicant that the marking has been completed.
6. A representative of the Facilities Services Division Dig Permit Office signs and dates the Dig Permit, thereby indicating that the applicant has been made aware of all underground utilities known to exist in the vicinity of the proposed work.
7. No work activity covered by the dig permit may take place until the applicant receives the completed application from the Dig Permit office.
8. The permit must be available for inspection at the work site for the duration of the proposed work.
9. If the work extends beyond the permit expiration date or the utility locates are no longer visible, the applicant must request an extension or remarking from Facilities Services Dig Permit Office.
10. If at any time the holder of the permit discovers lines that are not marked or represented where expected, Facilities Services Dig Permit Office must be notified immediately.
11. Additional requirements for the conduct of digging activities can be found on Dig Permit application form.