WSU Excavation/Boring Permit FAQ

All Fields Must Be Filled Out Completely
Incomplete Forms Will Be Returned and Work Will Be Delayed

A map of the exact location must be attached to this permit
and the area must be marked in white paint/flags per O.U.P.S. regulations.

visit www.oups.org for more information

Permit application shall be submitted to WSU a minimum of 72 hours prior to the start of the
proposed excavation/boring.

I. In what situations should a dig permit be submitted?

a. Tent Installation (when stakes are used)
b. Excavating
c. Boring
d. Post Hole Digging
e. Installing Sign Posts
f. Installing Fencing
g. Any time the ground at WSU is going to be dug, bored, scratched, or otherwise disturbed in
   anyway.

II. Who owns underground utility locating equipment?

a. Currently the following departments have equipment
   i. Physical Plant Grounds Department
   ii. CaTS Telecommunication Department

III. What is the time frame that a Dig Permit should be submitted?

a. At least 72 business hours before the work is to take place.

IV. Who should submit the Dig Permit?

a. Whoever is performing the actual work is the responsible party for filling out and submitting
   the permit. Be it an outside contractor, Physical Plant Employee, Grounds Employee, etc.
   The Dig Permit can also be submitted by the Project Manager.
V. Who is responsible for the Dig Permit being submitted?
   a. It is the Project Manager’s responsibility along with the contractor/individual performing the work to make sure that a Dig Permit is submitted.

VI. Who is responsible for contacting OUPS?
   a. The individual performing the excavation, be it an outside contractor, Physical Plant Employee, Grounds Employee, etc.

VII. What is the procedure for submitting a Dig Permit?
   a. First the area of work needs to be marked in WHITE paint/flags. This is a requirement of OUPS and WSU
   b. Contact OUPS and record the confirmation number on the Dig Permit
   c. Fill out the remainder of the Dig Permit – all areas of the form MUST be filled out
   d. The Dig Permit is to be emailed to DigPermit@wright.edu

VIII. What happens once a Dig Permit is submitted?
   a. Once a dig permit is submitted to DigPermit@wright.edu it is reviewed by FMS CAD for accuracy and completeness. If there are any issues with the permit the submitter is contacted and the permit is corrected.
   b. A copy of the permit and a detailed utility map is then sent to Physical Plant Grounds and the CaTS Telecommunications Department so that they can mark lines that may be in that area.
   c. Physical Plant and CaTS sign the permit and return it to the Project Manager and work is allowed to proceed.
Submit completed WSU Excavation/Boring Permit to: DigPermit@wright.edu
All Fields Must Be Filled Out Completely
Incomplete Forms Will Be Returned and Work Will Be Delayed

Permit application shall be submitted to WSU a minimum of 72 hours prior to the start of the proposed excavation/boring.

O.U.P.S. Confirmation Number: ________________________________

Name and Title of Requestor: ________________________________
Applicant Email: ________________________________
Applicant Phone/Cell Phone: ________________________________
Applicant Fax Number: ________________________________
Applicant Address: ____________________________________________

Project Name: ____________________________________________
WSU Project Manager/Contact: ________________________________
Description of Project: ______________________________________

Map of exact location must be attached to this permit and area must be marked in white paint/flags per O.U.P.S. regulations.

Visit www.oups.org for more information

Location of Work - Address/Street: ________________________________
Cross Street 1: ____________________________________________
Cross Street 2: ____________________________________________
Work is at the intersection? Yes □ No □ Work is between cross streets? Yes □ No □
Work Type: ____________________________________________
Means of Excavation: ______________________________________
Work for: ____________________________________________
Work performed by: ______________________________________
Start date for proposed excavation work: ________________ WSU Project Number: __________
GENERAL PROVISIONS

1) This permitting process is designed to help prevent damage during excavation operations on the WSU campus. It is not intended to modify a project’s drawings and specifications. Any discrepancies between items contained in the contract drawings and specifications and the general provisions of this permit shall be resolved in writing prior to the commencement of any excavation/boring work. **No excavation/boring work shall take place until this form has been submitted and approved in full by WSU.**

2) The Applicant shall review in detail the proposed area of excavation with Engineering and Construction (EC) and Computing and Telecommunications Services (CATS) prior to commencing any excavation work related to this project. The Applicant shall receive written approval of the area to be excavated from EC and CATS prior to starting any work via a signed copy of this permit. Any deviation, or changes encountered during excavation shall also require written approval by the EC and CATS. The applicant shall provide a drawing indicating the location of the excavation.

3) Horizontal Boring procedures shall include line and grade control by a licensed surveyor or professional engineer. The procedures shall include verification and a summary of the work performed by the licensed surveyor or professional engineer and shall be submitted to EC upon completion of the boring operation.

   Permit #: ___________

4) Upon completion of the excavation/boring project, as-built drawing of work performed shall be submitted to EC. These drawings shall include positional data (including elevation) for all items that were installed as part of the excavation project.

5) **The Applicant shall clearly mark the boundary of the proposed excavation/boring site with white paint per OUPS Regulations.**

6) The Applicant shall take industry standard precautions necessary to insure that the excavation/boring work shall not damage any existing underground facilities. Further, the Applicant shall hold WSU harmless for any and all claims that may arise from construction activities associated with this excavation/boring work.

APPLICANT CERTIFICATION

In requesting this permit the undersigned, representing the Applicant, certifies that he/she has read and understands all of the foregoing provisions; that he/she has authority to sign for and bind the Applicant; and that by virtue of his/her signature the Applicant is bound by all conditions set forth herein.

<table>
<thead>
<tr>
<th>Printed/Typed Name</th>
<th>Signature</th>
<th>Title</th>
<th>Date</th>
</tr>
</thead>
</table>

UNIVERSITY APPROVALS

Physical Plant Approval: __________________________ Date Approved: ______________ Time: _______

CATS Approval: __________________________ Date Approved: ______________ Time: _______

Submit completed permit to DigPermit@wright.edu