

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

Submit completed Permit to: digpermit@wright.edu

**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: _____

Applicant Name and Title: _____

Applicant Email: _____

Applicant Phone: _____

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 Facilities Management and Services (FMS) 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 FMS 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 FMS 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 FMS 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 FMS. 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.

Printed/Typed Name	Signature	Title	Date
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UNIVERSITY APPROVALS

Facility Operations Approval: _____ Date Approved: _____ Time: _____

CaTS Approval: _____ Date Approved: _____ Time: _____

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WSU Excavation/Boring Permit FAQ

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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.
- h. Surface penetrations in and around buildings require a **WSU Surface Penetration Permit**

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 Facility Operations 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.

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