



Dig Permit Application Instructions

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Standard Operating Procedure

Building 1130, First Street
Marine Corps Air Ground Combat Center
Marine Air Ground Task Force Training Command
Twentynine Palms, CA 92278

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MCAGCC Dig Permit Application Instructions

TITLE/PROJECT NUMBER:

The content of this field can vary slightly. The title is always required. The title of a work order, title of a project, or some identifiable title must be in this line. If project number is relevant, then that number will be placed on this line as well. In the instance that the Dig Permit is for a contracted project (i.e., Projects from Facilities, Engineering and Acquisition Division or FEAD), there will typically be a project number and a project title. In this case both should be noted on the permit. Another instance will be projects that come from government or military staff (i.e., PWD Shops or Marines self-help work), these projects will only have a basic title to identify them.

CONTRACT/WORK ORDER NUMBER:

The content of this field will depend upon who is the requestor. In the instance that the request comes from a contracted project, then it will be a contract number (ex. N12345-06-C-1234). If the request comes from a self-help project or a local project from one of MCAGCC's Divisions, then it will typically be a Maximo request number, also known as a Work Order number (ex. 2657563) If there is no work order or contract number, then enter self-help. Generally, this will come from one of the bases military units.

NEPA NUMBER:

The content that is required to be inputted into this field is the number you are given from Environmental Affairs (EA) for the project (i.e. TP12345678). After a successful Request for Environmental Impact Review (REIR) has been completed, EA will issue you a National Environmental Policy Act (NEPA) authorization to dig. On the authorization there will be a number specific to your review and authorization created by EA. If this number is not present on the application, it will be rejected.

PROPOSED DIG PERIOD (FROM/TO):

This date must reflect the 21 days, or 15 working days required to process each application. This time frame begins once the application has been received and accepted. As stated in: CCO 11300.4B - MCAGCC Dig Permit Procedures; the dates in this field should reflect the amount of time necessary, for the various MCAGCC staff involved, to complete the surveys of each area. The dig period should not extend longer than three months, if the project will last longer, than an extension will be required at least 5 days before original dig permits expiration. Approved Dig Permits will not be issued longer than 3 months. This allows for each MCAGCC organization to ensure no changes have occurred since the filing of the original dig permit. In the event of an emergency the dig permit process will be expedited. The determination of an emergency request belongs to the Dig Permit Coordinator. These requests will typically come from PWD Shops. In the instance that a contractor is requesting an emergency permit for work other than emergency fixes on utilities, the request must be validated by the ROICC. No permit shall be pushed as an "emergency permit" unless it is truly an emergency.

APPLICANT NAME:

This field should contain the name of personnel that will be on the actual dig site. As a POC; this person could be the construction manager, superintendent or the individual completing the work. This field should never contain the name of someone not involved in the project and/or will not actively be on site.

COMPANY/ORGANIZATION:

This field will contain the company/organization that the applicant works for.

PHONE NUMBER:

This field will contain the phone number used to reach the applicant; such as, a cell phone or direct line.

EMAIL:

This field will contain the email address of the applicant or their companies.

DESCRIPTION OF WORK TO BE COMPLETED:

This field will contain a description of the project. What is being done? Along with a building number and/or streets with cross streets, depth of digging, equipment to be used and any other pertinent information. These items are very important because they help the various MCAGCC Organizations determine what utilities may be in the area. This will also help determine if the equipment being used will crush any utilities close to the surface.

HAVE ALL UTILITIES BEEN MARKED BY 3RD PARTY? YES/NO:

Generally, most contracts aboard the installation require that the contractor is also responsible for 3rd party utility identification. 811/Dig Alert does not satisfy this requirement. This box should be checked "Yes", if they have met that requirement. If they are not responsible, they will check "No". In both cases you will still conduct a site visit either to mark out or verify 3rd party marks properly identify utilities that we have in our map book data.

DELINEATED? YES/NO:

Area must be delineated in white paint on paved surfaces or white survey stakes in unpaved areas. Applications received that have not been properly delineated, will be rejected. The delineation is essential for the proper and efficient survey of the dig area.

NEPA COMPLETED? (CHECK BOX)

This field is required to be checked yes. If checked no, reject the application and refer applicant to EA.

APPLICANTS INITIALS:

Applicant shall initial that they understand the comments and directions within this field. Any damage to utilities MUST be reported IMMEDIATELY to: PWD Trouble Desk 760-830-6271

DIG ALERT NUMBER:

This field will contain the number given to the applicant from calling 811/Dig Alert (i.e., A123456789). This field is required unless waived by higher authority during emergency situations. Contractor shall maintain a current Dig Alert Permit on-site with the MCAGCC Dig Permit.

APPLICANT SIGNATURE/DATE:

This field will contain the applicant's signature and date signed.

GOV. REP. SIGNATURE/DATE:

The contents of this field will be dependent on the applicant. Should the applicant be a Marine, Sailor or government employee, this field will be filled out by the applicant, they will be considered their own Gov. Rep. If the applicant is a contractor or non-local government employee; they will need the signature of the local government employee acting as their government point of contact for the project.

GOV. REP. NAME/PHONE:

This field contains the printed name and phone number of the Gov. Rep.

GOV. REP. EMAIL:

This field will contain the email address of the Gov. Rep.

ATTACHMENTS:

All Dig Permit Applications must include the following 2 attachments:

1. A completed 811 Dig Alert Application containing the Dig Alert Number.
2. An aerial map of the dig area and the surrounding area. The map could also be a screen shot of google or apple maps, so long as the area is clearly marked showing the intended area where digging will occur. The map is used to assist in clarification and locating the area of interest.

*****RIGHT SIDE OF APPLICATION IS TO BE FILLED OUT BY DIG PERMIT PERSONELL ONLY*****

Please note:

A complete application is required before the Dig Permit will be accepted. A completed Dig Permit Application is filled out completely, making sure to include all required information. In the event the application is missing pertinent information, it can be rejected. Once a completed Dig Permit Application is received and accepted, a confirmation email will be sent within 3 business days of receipt by the Dig Permit Coordinator. You will use the "Receipt of Submission" email template found in the email templates folder to complete this task. This email will detail the exact date the application was accepted, the MCAGCC dig permit number, and will notify the applicant to expect up to 21 days turnaround time for the application to be approved.

DATES VALID FROM/TO:

This field will contain the dates for which the permit is valid. This field will be completed by the Dig Permit Coordinator. The from date should be the date of the day you are sending it out as approved, followed by the date that is 90 days from that same day. Keeping in mind that approved applications are only valid for a maximum of 90 days before and extension application is required.

DIG PERMIT ISSUED BY SIGNATURE/DATE:

This field will contain the CAC card signature of the Dig Permit Coordinator and the date it was signed and approved. While other government employees may assist with doing utility mark outs, only the dig Permit Coordinator can sign this box.

NAME/PHONE

This field will contain the name and phone number of the Dig Permit Coordinator.

G6 (CDD) COMMENTS / RESTRICTIONS

This field contains the comments/feedback from G6 after they have surveyed the project area. Generally, this information will be relayed to you through email.

SITE MARKED WITH: (CHECK ONE)

This field contains check boxes; check the appropriate box/boxes that the G6 employee has specified in the email you received from them.

CDD SIGNATURE/DATE:

This field will contain the signature of the staff at G6. Generally this section is handled by referring to a saved copy of the email that G6 sent with their comments as the signature: "EMAIL ON FILE", followed by the date when that email was received.

CDD NAME/PHONE:

This field will contain the name and phone number of the G6 staff who signed, or emailed the comments from above.

G4 (PWD) COMMENTS/RESTRICTIONS:

This field will contain the comments from the Dig Permit Coordinator for PWD who surveyed the project area.

SITE MARKED WITH: (CHECK ONE)

This field contains check boxes; check the appropriate box/boxes of materials used by you or a 3rd party to mark the physical location.

PWD SIGNATURE/DATE:

This field will contain the signature of the Dig Permit Coordinator.

PWD NAME/PHONE:

This field will contain the name and phone number of the PWD staff who signed above.

Contact 811

2 Working Days Before You Dig

(Not Including the Date of Notification)



DigAlert No. _____

LOCATION REQUEST FORM

For faster service, prior to call fill out all non-italicized fields
For Single Or Multiple Addresses, Corner or Interseccion, and Work On the Street, Use DigAlert Direct @ direct.digalert.org

Date & Time of call: _____ **Operator:** _____

Caller Type (select one):

- Contractor City Homeowner
 Member Other

Caller: _____

Language (select one):

- English Chinese Spanish
 Vietnamese Other _____

Company phone #: _____

Company name: _____

Address: _____

City: _____ State: _____ ZIP: _____

Office Email: _____

Email confirmations for this ticket and positive responses? Yes No

Cell Phone: _____

SMS confirmations for this ticket and positive responses? Yes No

Site Contact: _____ Phone _____

Email: _____

Email confirmations for this ticket and positive responses? Yes No

Cell Phone: _____

SMS confirmations for this ticket and positive responses? Yes No

Delineation Method (check all that apply):

- None Chalk Flags Flour Stakes Whiskers White Paint: Other

Type of work: _____

County: _____ City: _____

If more than 1 address or descriptive location: _____

Address: _____ Street: _____ Closest X/ST: _____

Latitude/Longitude: _____

Does excavation enter into the street or sidewalk: Yes No

Boring: Yes No Explosives: Yes No Vacuum: Yes No Emergency: Yes No

Work being done for: _____

Permit #: _____ Not Required Not Available Pending Blanket Unknown

Work Order / Job #: _____

Date & Time work is to begin: _____

Renew on or before date: _____

Member notified by USA: _____