



Dig Permit Application Instructions

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Standard Operating Procedures

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MCAGCC Dig Permit Application Instructions

PROJECT NO. / TITLE

The content of this field can vary slightly. The title is always required; the title of a work order, title of a project, some identifiable title must be in this line. If project # 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 (ex. Projects from the ROICC), 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 (ex. PWD Shops or Marines self-help work), these projects will only have a basic title to identify them.

CONTRACT OR WORK ORDER

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 # then enter self-help; generally this will come from one of the bases military units.

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. 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 be actively be on site.

COMPANY / ORGANIZATION

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

PHONE

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

This field will contain a description of the project; what is actually 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.

DELINEATED

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.

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 #

This field will contain the number given to the applicant from 811 Dig Alert. This field is required unless waived by higher authority during emergency situations. Contractor shall maintain a current DigAlert 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. A map of the dig area, generally a computer generated aerial view or satellite image of the dig area and the surrounding area. The map could also be a site layout from the building prints. 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*****

Please note:

A complete application is required before the Dig Permit will be accepted. A completed Dig Permit Application is one that contains all of the applications fields as stated above filled in completely. In the event the application is submitted incomplete, it will be rejected. Once a completed Dig Permit Application is received and verified, verification will be done within 3 business days of receipt; by the Dig Permit Coordinator, an acceptance letter will be issued. This letter will detail the exact date the application will be approved. The acceptance letter will contain the date the dig permit was accepted, starting the 15 working days; as well as, the final approval date.

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.

DIG PERMIT ISSUED BY SIGNATURE/DATE

This field will contain the authorized signature. Please see **AUTHORIZED SIGNATURE LIST** (page 48). Only those from this list can approve a Dig Permit.

NAME/PHONE

This field will contain the name and phone number of the approving authority.

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 through email.

SITE MARKED WITH

This field contains check boxes; check the appropriate box/boxes.

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

CDD NAME/PHONE

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

G4 (PWD) COMMENTS / RESTRICTIONS

This field will contain the comments from the staff at G4 that surveyed the project area.

SITE MARKED WITH

This field contains check boxes; check the appropriate box/boxes.

PWD SIGNATURE/DATE

This field will contain the signature of the staff at G4.

PWD NAME/PHONE

This field will contain the name and phone number of the G4 staff who signed above.

MCAGCC Dig Permit Application

Dig Permit #:

APPLICANT INFORMATION

This Side For Internal Office Use Only

Project No. / Title:

Date Valid

Contract or Work Order#:

From / To:

Proposed Dig Period (from/to):

Dig Permit Issued By
Signature / Date:

Applicant Name:

Company / Organization:

Name / Phone:

Phone:

Email:

Description (e.g. location (bldg), depth, type of equipment):

G6 (CDD) Comments / Restrictions:

Permission to excavate is granted for the area specified on the attached map.
Approved Dig Permit will be **on-site** (MCAGCC) during duration of dig.
Note: Contractor must apply for extension no later than **five (5) working days**
prior to Permit Expiration.
Phone 760-830-3099 or 760-830-3071

Delineated?

Yes ☐

No ☐

Site Marked With: ☐ Paint ☐ Flags ☐ Stakes ☐ None

G6 (CDD) Signature / Date:

G6 (CDD) Name / Phone:

G4 (PWD) Comments / Restrictions:



**Any Damage to utilities MUST be reported IMMEDIATELY to the
PWD Trouble Desk 760-830-6271**
Applicant's Initials: _____
*** Pursuant to California Govt. Code (Chp. 3.1, Art. 2) ***
"Underground Service Alert" Must be notified prior to excavation:
Dial 811



Dig Alert Permit #:

Applicant Signature / Date:

Site Marked With: ☐ Paint ☐ Flags ☐ Stakes ☐ None

Govt. Rep. Signature / Date:

G4 (PWD) Signature / Date:

Govt. Rep. Name / Phone:

G4 (PWD) Name / Phone:

CALL TOLL FREE 8-1-1
2 workings days before you dig



LOCATION REQUEST FORM

For faster service, prior to calling fill out all non-italicized fields

Date: _____ Time: _____ Operator: _____
Company Phone #: _____ Caller: _____
Company Name: _____
Address: _____
City: _____ State: _____ Zip: _____
Fax: _____
Best hours to reach your company: _____
Foreman: _____ Foreman's pager/cellular #: _____
Delineated: ☐ Yes ☐ No
County: _____ City: _____
If more than 1 address or descriptive location: _____

Address: _____ Street: _____
Closest X/ST: _____
Thomas Guide page & grid: _____
Boring: ☐ Yes ☐ No Explosives: ☐ Yes ☐ No Vacuum: ☐ Yes ☐ No
Type of work: _____
Work to begin: Date: _____ Time: _____
Instructions: ☐ Mark By ☐ Meet & Mark ☐ Validate Permit Only ☐ Now
Work Being done for: _____

Permit #: _____
☐ Not required ☐ Not Available ☐ Blanket
Members being notified by USA: _____

Update on/or before date: _____

Underground Service Alert of Southern California

REV. 8.1.14