

EXCAVATION / UTILITY PERMIT

Contractor Name
(University):

Permit Valid From: 2/10/22

To: 2/11/22

I. GENERAL INFORMATION

Location of excavation (attach copy(s) of plan sheets w/ utilities highlighted): Guideway Potholing

Purpose of excavation: Pothole for known and unknown utilities in preparation of setting piers.

Start Date:	Expected Completion Date:	Depth:	Width:	Length:
2/10/22	2/11/22			

II. LOCATE SERVICE NOTIFICATION

Ticket No.: 125745

Date Requested: 2/10/22

Requested By:

III. PRE – WORK CHECKLIST

Initials

Comments: If “No” Explanation required.

Designated HP Supervisor for operation.	<input type="checkbox"/> Yes <input type="checkbox"/> No		Name:
Subcontractor designated competent person in writing to oversee operation (on AHA)	<input type="checkbox"/> Yes <input type="checkbox"/> No		Name: Hydrovac 2022
AHA prepared and reviewed with all involved parties and signed by each site work crew member.	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Indicate the utilities you anticipate potholing. Fill in in empty cell to the right. If you need more room to write, please insert another page.	<input type="checkbox"/> Yes <input type="checkbox"/> No		Students to fill this portion in below:
Are utilities shown in the area of excavation on utility map?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Are utilities located?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Plans verified against locate markings.	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Locate markings offset.	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Visual check for unmarked utilities (e.g., manholes, equipment, valves).	<input type="checkbox"/> Yes <input type="checkbox"/> No		

If electrical, has electrical subcontractor been notified and scheduled to turn off the service prior to the start of the operation (including pot holing and all other work that might result in contact with the utility)?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
All utilities potholed at each crossing according to approved procedure?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
IV. SIGNATURES (All signatures required)			
	Location of Markings Known	Signature	
Electrical Supervisor	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Operation Foreman	<input type="checkbox"/> Yes <input type="checkbox"/> No		
HP Superintendent	<input type="checkbox"/> Yes <input type="checkbox"/> No		
<p>This permit has been reviewed by Hensel Phelps for general compliance with the jobsite safety requirements. Hensel Phelps review, however, does not relieve Subcontractor of the responsibility for compliance with all applicable safety laws, regulations, ordinances, and contractual requirements. Subcontractor is responsible for reviewing this with all personnel involved with the Definable Feature of Work (DFOW) on a regular basis and must notify HP and adjust the AHA and permit as necessary whenever the plan for performing the DFOW is modified.</p>			

Utility Locate / Pothole Procedures Instructions & Field Guide

All existing utilities will be located, marked, and visually verified prior to starting any operation. The foreman of each operation is responsible for ensuring that these procedures are followed and the AHA and all necessary drawings are available at the operation.

Excavation / Utility Permits:

An Excavation / Utility Permit are **required** for all operations, which penetrate the ground surface. The Excavation/Utility Permit has several sections requiring completion.

- Section 1: Describe the work zone and include the location of the work, purpose of the work, start and finish dates, and the size of the excavation. Attach an additional sheet of paper if more space is needed.
- Section 2: Record the locating service information and include the locate ticket number, the date requested and who requested it.
- Section 3: Covers the pre-work checklist and includes a series of questions concerning the One-Call Center, utility locations, pot holing, and job/activity hazard analysis. This section is to be completed by the Project Superintendent. The questions are yes / no and must be initialed off before excavation operations can begin.
- Section 4: This section requires signatures that must be obtained before excavation operations can begin. The responsible engineer, foreman, and superintendent will sign this section before any operations can begin. By signing this area, each person is acknowledging that all proper operation steps have been taken. They are also acknowledging that they have reviewed the hazard analysis for operation.

Any deviation from using the Excavation/Utility Permits must be accepted prior to the commencement of the operation, in writing by the HP Superintendent. Once the Excavation/Utility Permit have been properly completed, the following documents need to be attached to it before using distributed out to the foreman:

- A copy of the Activity Hazard Analysis.
- A copy of the Utility as-built drawing. This drawing shall show all existing utilities that still remain on the project as well as any new utilities (water or temporary electric) that have been installed. Notes and highlights must be made on these drawings to indicate which runs have been installed.
- A copy of the Drainage Plan sheets for the work zone that the permit covers. Notes and highlights will be made on these drawings to indicate which drainage items (i.e. catch basins, pipe runs, etc.) have been installed.
- A copy of the Utility Plan sheets for the work zone the permit covers. Notes and highlights will be made on these drawings to indicate which utilities (water, gravity sanitary sewer, force main) have been installed.
- A copy of the Site Duct Bank Plan sheets for the work zone that the permit covers. Noted and highlights will be made on these drawings to indicate which duct banks have been installed, which ones have cable through them, and which ones are being utilized for temporary services (power or comm.).