UofM Office of Facilities Development
3750 Desoto Avenue, #327
Memphis, TN 38152
901-678-2800

Dig Permit Application

A UofM OFD Dig Permit is required to be obtained prior to any penetration or excavation into the ground on University property.

Application Date: _____ SBC Project # (if applicable): _____
Applicant Name: _____ Pho #: _____ Email: _____
Alt. Contact: _____ Pho. #: _____ Email: _____
Company Name: _____ Company Address: _____
Description of proposed dig or ground penetration:
_____
_____

Method of excavation (circle proposed method):
Hydro Hand Dig Machinery Dig Boring Other

Time Frame of Occurrence: State Date: _____ Start Time: _____
End Date: _____ End Time: _____

- Hydro excavation is required in the first six feet of the excavation unless approved by the Director of OFD. .
- No digging or ground penetration shall occur until the Dig Permit has ben issued.
- Any deviation from the route shown on the approved Dig Permit requires stopping the excavation until the change is approved by Physical Plant or the Director of OFD.
- Allow a minimum of three working days for the review and approval of the Dig Permit.

Please submit this completed application along with a sketch showing the below information to the Office of Facilities Development.

1. Location, depth, width, and length of excavation
2. Adjacent Buildings and streets with building and street nemes noted.
3. Dimensions of distances from the dig to trees, walks, drives and buildings.
4. Identify all new lines, structures and plants to be installed.

Approval By and Date

Physical Plant authorization by: _____ Date: _____

IT Network Services authorization by: _____ Date: _____

OFD Approval by: _____ Approval Date: _____

Note: This permit is valid for the Time Frame noted above and must be in the possession of the Job Superintendent on Site.
Also, please be sure to contact TN One Call 811.

Contact Physical Plant Work Control Center, immediately, at 901-678-2699, if any damage to existing utilities occurs.