

# UTILITY EXCAVATION PERMIT PROCEDURE

**While the University of Notre Dame (UND) Utilities Department attempts to maintain reasonably accurate University Plats, we cannot guarantee their accuracy. Before any excavation occurs on University Property the following procedures must be observed:**

1. A completed Utility Excavation Permit Request must be filed with the Utilities Department, a minimum of 2 full working days (48 HRS.) prior to the start of work, to ensure proper and timely locates. Exceptions will only be made in cases of an emergency.
2. I hereby confirm that my Employer has on file with the Notre Dame Department of Risk Management and Safety a current University of Notre Dame Standard Insurance Requirements and Indemnification Agreement for Outside Contractors.
3. Parties requesting locates must appear in person at the Utilities Department between 8:00 am and 5:00 pm, Monday thru Friday, to complete a Utility Excavation Permit Request Form.
4. UND plat drawings showing detailed delineation of excavation areas are mandatory with each locate request. Drawings other than UND Plats will not be acceptable for locate purposes.
5. Failure to properly follow the Utility Excavation Permit Procedure prior to excavation may result in damage to utilities, personal injuries (including death) and property damage. By excavating on the University of Notre Dame campus, you knowingly and voluntarily assume all risk of injury, property damage and liability for any and all costs associated with any service interruption and restoration, as well as for any claims, demands, actions, causes of actions, damages or judgments arising out of personal injuries or property damage resulting from your excavation on Notre Dame Property.
6. Parties requesting excavation permits at UND must present a valid National Buried Cable reference number. This can be obtained by contacting the National Buried Cable Hotline at 1-800-382-5544 a minimum of 2 days (48hrs) prior to excavation. Utilities including but not limited to those under the control of NIPSCO, AT & T Broadband, Indiana Bell, AEP, and Ameritech are located through this agency.
7. A UND Excavation Permit Reference Number will be assigned and given to the requesting party for reference. Prior to executing work, the requesting party must return to the Utilities Department to obtain a signed excavation permit, granting a release for excavation. No excavation work may begin without a signed release.
8. A copy of the signed excavation permit must be maintained at the project site at all times. If requested this permit must be presented to University personnel who request to review said permit.
9. For the duration of projects, the requesting party shall be responsible for maintaining locate marks. Please remember, that in some instances rain or other weather conditions may result in marks being washed away, if the excavation permit states a Utility has been located and there are no marks visible, please contact our office to ensure that the marks are redone.
10. Please note that UND or the National Buried Cable Hotline does not locate St. Joseph County and Indiana State Highway Traffic Signal Utilities. You must contact the County or State directly.
11. The following UND Utilities are located by UND:
  - Electric: Primary, Secondary and Site lighting
  - Water; Irrigation, Domestic: Fire, Hot, and Chilled
  - Steam and Tunnels
  - Communications; Fire Alarm, UND Telephone, OIT, and UND Fiber
  - Sewers; Storm and Sanitary
12. When a project has been completed as-builts must be provided to; Jim Pfeil (Sr. Cad Technician) 112 Facilities Bldg, 631-6595.

**FIRM:** \_\_\_\_\_

**NAME:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**I hereby acknowledge that as a requestor of Utility Excavation Permits I have reviewed the University of Notre Dame Utility Excavation Permit Procedure and fully understand and hereby agree to comply at all times with the above terms and conditions and all stated requirements written or communicated to me at any time by or on behalf of the University of Notre Dame du lac.**