Any penetration into the ground on NKU property requires an Excavation Permit with exceptions per associated policy. Permit expires with the associated KY811 Call Ticket.

**DIG PERMIT PROCEDURES**

1. Print Dig Permit
2. Contact KY811 (1-800-752-6007)
3. Complete Permit
4. Contact each of the required shops for utility locations
5. Send to Safety and Emergency Management for Approval
6. Make a copy of the completed permit for your records

**EXCAVATION DETAILS**

Excavation Request Date:__________________________________________________________

Location:  ______________________________________________________________________

Supervisor/Project Manager: _____________________________________________________

Signature: _______________________________________________________________________

**PROJECT INFORMATION**

Project: ___________________________________ Location: ____________________________

Contractor/NKU Department: _______________________________________________________

KY811 Ticket Number: ______________________ Drawing:  Yes ☐  No ☐

Expected Start Date: _________________________ Expected Completion Date: ___________

**MARKINGS**

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<tr>
<th>Shop</th>
<th>Marked, to-be-marked, n/a</th>
<th>Located by (print)</th>
<th>Date</th>
<th>Comments</th>
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<tbody>
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<tr>
<td>Irrigation</td>
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**SAFETY AND EMERGENCY MANAGEMENT**

Signature: __________________________ Date: __________________________

Title: __________________________ Phone: __________________________