Application for Excavation Permit Process

The Excavation Permit is a form Physical Plant and Client Services use to locate utilities that are owned by the University only. All applicants shall also contact LA One Call (1-800-272-3020) for all other utilities to be located.

Failure to comply with the below guidelines will leave all damages caused by unauthorized excavation, to the responsibility of the individual or contractor who caused damage to utilities.

The Excavation Permit should be completed and either emailed or hand delivered only, faxes are not acceptable, to Physical Plant Work Control or Chris Asprion, Associate Director Physical Plant, at least 72 hours prior to the anticipated start of excavation. Incomplete applications will not be accepted. Applications submitted with less than 72 hours remaining prior to planned excavation will not be accepted without the written approval of the Project Manager. No excavation is to begin without an approved excavation permit. “Guidelines to Completing an Application for Excavation Permit” and “Excavation Permit Process”, are provided below to assist with necessary information for the form. If you have any questions or need additional information, please do not hesitate to call Physical Plant Work Control at 985-549-3333 or the below listed contact:

Chris Asprion
Office 985-549-3333
Office 985-549-5698
Email: chris.asprion@selu.edu

Guidelines for Completing an Application for Excavation Permit

Section One: Applicant Information
This section requests information regarding the person completing the Application for Excavation (“the applicant”). The applicant completes the Application as a representative of the contractor performing the excavation. It is the ultimate responsibility of the contractor to ensure that the permit has been approved prior to excavation.

Section Two: Project Information
This section requests information regarding the project that requires that the excavation be performed. The location should reference the nearest streets and/or landmarks (buildings, manholes, etc.) The contact listed in this section is a person that will be available to produce the approved copy of the permit and answer questions about the excavation process once excavation begins. The Anticipated Start Date is the date that excavation is scheduled to begin and must be at least 72 hours after the submission of the Application, but no more than seven (7) days after the date indicated in Section Three as a deadline for completion of markings by Southeastern Louisiana University.
Section Three: Marking Information
The applicant should document LA One Call Ticket information in this section. Indicate date markings by the Physical Plant need to be complete. Sketch the area that needs to be marked referencing the landmarks and/or streets listed in the location given in Section Two. Additional sketches or drawings may be attached if desired.

Section Four: Endorsement and Approval
After the area is marked by all departments and the excavation permit is endorsed by those departments, the application will approved. Once the application is approved, the Physical Plant will contact the applicant to inform him/her that the permit is ready to be picked up. No excavation is to begin without a copy of the approved permit on-site.

Excavation Permit Process
Applicant
(1) Contact La One Call (1-800-272-3020). Record date and time called and the ticket number on Application for Excavation Permit (“Application”). Ensure that proposed excavation is marked in white per ULCC Uniform Color Code.
(2) Complete Sections One through Three of the Application in compliance with the attached guidelines. Bring your application to the Physical Plant and enter it in the Excavation Permit log. Transfer the log number to the permit. Submit Application to Physical Plant Work Control at least 72 hours in advance of anticipated excavation start date.

Work Control
(3) Accept Application. Return any incomplete Applications to applicant. If “Date Submitted” is different than current date, note current date as “Date Received” and have applicant initial. If “Date Submitted” is less that 72 hours prior to “Date SELU Markings To Be Complete”, refer applicant to Project Manager to determine whether exception can be made.
(4) Issue work orders to the Electrical Department, the Plumbing Department, and Horticulture for marking. Attach a copy of side one of the Application. Email a copy of both side one and side two of the Application to Client Services. Forward original application to Project Manager.

Shops and Client Services
(5) Complete marking of proposed excavation area. Indicate markings on sketch in Section Three of the application. Forward completed work order and marked up copy of application to Work Control. If no unusual concerns, endorse original permit. (Client Services endorsement may be sent in via email. Project Manager will note endorsement on original application and retain email endorsement in files.)

Project Manager
(6) Enter appropriate information into permit log and follow-up with shops as needed.
(7) Approve application after endorsements received from Shops and Client Services. Inform applicant that the permit has been approved and release permit to applicant. File copy for PPS records.

Applicant
(8) Ensure that permit is on-site prior to beginning excavation and that permit is available throughout excavation.