

**University of Memphis  
Office of Facilities Development  
Contractor Dig Permit Application**

Permit # _____
Approval Date: ____ Approved By: ____

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

Please submit this completed application to the Parties noted below, along with a sketch showing:

1. Location, depth, width, and length of excavation
2. Adjacent Buildings and streets with building and street names 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.

No digging or ground penetration shall occur until the Dig Permit has been issued.  
Any deviation from the route shown on the approved Dig Permit shall require a new permit.  
Allow a minimum of three working days for the review and approval of the Dig Permit.

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:  
\_\_\_\_\_  
\_\_\_\_\_

Time Frame of Occurrence: State Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Date: \_\_\_\_\_ End Time: \_\_\_\_\_

Please complete the above information and attach the required site plan showing location of the proposed dig/penetration and email the completed application and site plan to the following for review and approval:

Contact		Email Address	(Approval Date)
Physical Plant	Mr. Julian Boyland	<a href="mailto:jbyland1@memphis.edu">jbyland1@memphis.edu</a>	_____
Communications (IT Network Services)	Mr. Shawn Wright	<a href="mailto:rwroght5@memphis.edu">rwroght5@memphis.edu</a>	_____

Upon receipt of emailed approvals from each of the above noted parties, please forward to:  
UofM Office of Facilities Development Mr. Lynn Hicks [jlhicks2@memphis.edu](mailto:jlhicks2@memphis.edu) \_\_\_\_\_  
Mrs. Phyllis Holder [paowens@memphis.edu](mailto:paowens@memphis.edu) \_\_\_\_\_

Also, please be sure to contact TN One Call 811.

**The approved Dig Permit will be emailed to the Applicant listed above,  
with Dig Permit Number noted in the upper right-hand corner.**

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