



DIG CHECKLIST



Physically identify the work area by spray painting a white line (using a chalk-based spray paint) or using stakes.



Contact the Public Works Department BEFORE you dig or demo to obtain the following packet:

1. Permit Application
2. Dig Checklist
3. Formal Dig Policy
4. Transmittal document (2 copies)



Complete permit application and submit to Public Works Department along with the following packet:

1. Permit Application
2. Site Plan and/or picture of white-lined work area
3. Payment Fee (check, money order, or cashier's check accepted. NO CASH OR CREDIT CARD)
4. Transmittal document (2 copies)



Allow a minimum of two full business days for the Public Works Team to issue a Dig Permit and complete one of the following:

- Confirm that no conflict exists with Public Works' underground utilities.
- Physically locate and mark the horizontal location of underground facilities within your excavation site. Note: This does not include the vertical depth of the underground facility.
- Contact you to schedule a new locate due date and time that is mutually agreeable and will not unreasonably delay your work.

WORK CANNOT COMMENCE UNTIL A DIG PERMIT IS ISSUED



Keep Dig Permit present at job-site at all times.



Keep marks visible.

If, during the course of excavation, the marks are destroyed, you must STOP excavation and contact the Public Works department and wait for the Public Works team to mark the locates again before commencing work.



Dig Safely.

Proceed cautiously when digging within 36 inches on either side of the locate marks. This area represents the tolerance zone, and underground facilities can fall anywhere within that space. The use of any mechanized equipment within the tolerance zone requires supervision by the excavator.

PLEASE NOTE: The Public Works department will only be held responsible for identifying water and sewer underground utilities. Therefore, please contact Sunshine 811 at 1(800) 432-4770 to inquire about all other utilities.



FACT SHEET

- You must contact the Public Works department a minimum of two full business days before digging or demolition and provide (1) the site plan and/or picture of the white-lined specified work area, and (2) a brief scope of work. Day one begins the day after you've made contact. STOF PWD hours of operation (Monday through Friday, 8:00am to 5pm):

<http://tcd.semtribe.com/forms-library>

digpublicworks@semtribe.com

Day to request locate	Morning you want to dig
Wednesday prior	Monday
Thursday prior	Tuesday
Friday prior	Wednesday
Monday prior	Thursday
Tuesday prior	Friday

The permit is valid for 30 calendar days. If work continues past the 30 days you must reapply to renew the permit (unless specified in permit application).

- When the project is completed please notify the STOF Public Works Department by email at digpublicworks@semtribe.com or phone call at (954) 894-1060 Ext. 10910.
- The packet can be obtained by contacting digpublicworks@semtribe.com or walk-in at 6600 Taft Street Suite 100 Hollywood FL, 33024.
- The permit application and packet can be submitted via email at digpublicworks@semtribe.com, mail, or walk-in at 6600 Taft Street Suite 100 Hollywood FL, 33024.
- Payment can be submitted via walk-in or mail at 6600 Taft Street Suite 100 Hollywood FL, 33024.
- Fee Schedule:

Permanent surface excavation (ex: paved or concrete surface):	\$25.00
Traveled surface excavation (ex: unpaved roadway):	\$20.00
Non Traveled surface excavation (ex: grass, dirt, or unimproved area):	\$10.00

- Check payments made payable to:

**Seminole Tribe of Florida
Public Works Department
6600 Taft Street Suite 100
Hollywood, FL 33024**

- Permit application will not be processed until payment is received.
- Dig Permit will be issued to the applicant via email or can be picked up at the Public Works Office located at 6600 Taft Street Suite 100 Hollywood FL, 33024
- **WORK CANNOT COMMENCE UNTIL A DIG PERMIT IS ISSUED**

PLEASE NOTE: The Public Works department will only be held responsible for identifying water and sewer underground utilities. Therefore, please contact Sunshine 811 at 1(800) 432-4770 to inquire about all other utilities.