

City of Chicago

Joint Meet Tickets

User Guide [Ver. 1.2]

Dig

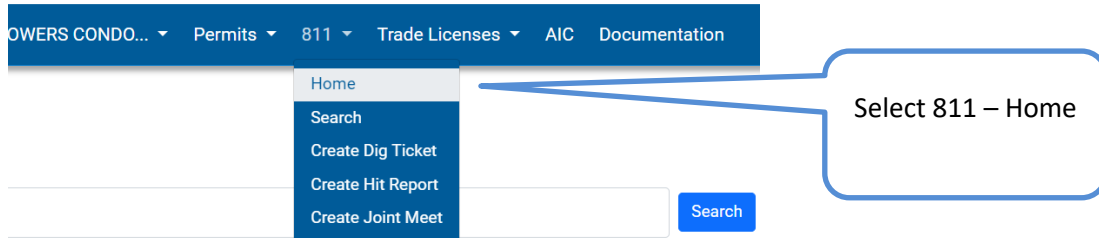
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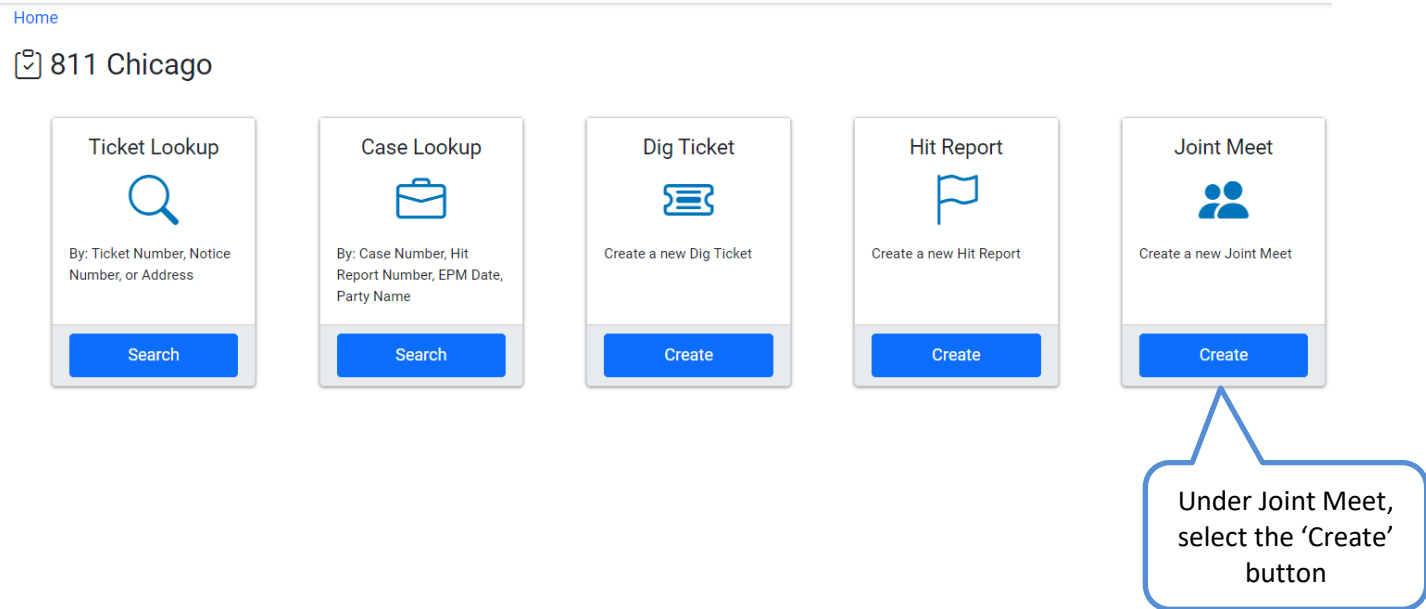
Creating a Joint Meet

- Select 811 – Home

› Inspection, Permitting & Licensing Portal



- Under Joint Meet, select the 'Create' button



Joint Meet Type

- Select the type of Joint Meet you want to create.
- Joint meets can be created for Private Property, Public Right-of-Way (permitted work) or an excavation that will impact Both.
- Click on the 'Next' button

[Home](#) > [811 Chicago](#)

Request New Joint Meet

Work Location

Work On

☒ Private Property
 ☐ Public Right-of-Way
 ☐ Both

Next

Select the type of Joint Meet you want to create.

Click on the 'Next' button

- If your excavation is in the Public Right-of-Way or Both, you will need a valid permit number for the location where the excavation will occur. It can be a permit for your company or that has been provided to you by a utility.
- To create a Joint Meet for the Public Right-of-Way or Both you must be the primary applicant on the permit and the permit start date must be no more than 14 days in the future. If your Joint Meet is for the Public Right-of-Way or Both, enter your CDOT Permit Number.
- Click on the 'Next' button

Request New Joint Meet

Work Location

Work On

☐ Private Property
 ☒ Public Right-of-Way
 ☐ Both

CDOT Opening Permit Number

DOT1900468 *

Next

Select Public Right-of-Way

All fields with a * are required

Click on the 'Next' button

Enter you CDOT Permit Number

Joint Meet Schedule

- The Request New Joint Meet form will be displayed.
- The Other Scheduled Joint Meets scheduled section will be displayed

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Request New Joint Meet

Work LocationPrivate Property

Change

Other Scheduled Joint Meets

Hour	# Meets Scheduled
No Joint Meets	

The Request New Joint Meet form will be displayed

All fields with a * are required

The Other Scheduled Joint Meets scheduled section will be displayed

Joint Meet Details

- Select the Meet Time for your Joint Meet.
- If there are other Joint Meets for your selected date, the Hour and Number of Meets Scheduled will be shown in Other Scheduled Joint Meets

Other Scheduled Joint Meets	
Hour	# Meets Scheduled
11:00 AM	1

Joint Meet Details	
Meet Time	03/13/2024 01:30 pm

The Hour and Number of Meets Scheduled will be shown in Other Scheduled Joint Meets

Select the Meet Time for your Joint Meet

- Enter the Street Number, Direction, Street, Street Type, City, State and ZIP of the address of your Joint Meet. This is the place where your company and any utilities that have facilities at this location will physically meet.
- If there are comments about your Joint Meet, enter them into Location/Contact Notes (Optional)

All fields with a * are required

Joint Meet Address							
333	*	S	*	STATE	*	ST	*
City	Chicago	*	State	IL	*	ZIP	60604
Location/Contact Notes		This is a joint meet					

Enter the Street Number, Direction, Street, Street Type, City, State and ZIP of the address of your Joint Meet.

If there are comments about your Joint Meet, enter them into Location/Contact Notes.

Dig Address

The Dig Address section provides the rules for adding a dig address.

When entering a dig address:

- For a single point address, leave the “To” and “Dir” on the right empty.
- Dig location ranges must be from odd to odd or even to even. (The same side of the street)
- Dig location range length cannot span more than one (100) block.
- Intersections can be added to the range by extending the range by two in the direction of the intersection.
- You can add all the Addresses that are under discussion. Click Add New Address to enter the excavation addresses being discussed.

All fields
with a
*
are
required

Dig Address *

Enter the location of your dig below. The address can be either a single (point) address (ex: 50 W Washington St) or a range address (ex: 50-98 W Washington St). Dig locations are restricted as follows:

- Dig locations cannot mix even and odd street numbers. If you need to create tickets for both sides of a street (1-99), create two tickets (1-99 and 2-98).
- Dig locations cannot span more than one block. If you are doing work across three blocks on one side of the street (2-300), then create three tickets (2-98, 102-198, and 202-298). If work will be on both sides of the street spanning 3 blocks, six tickets would be required.
- To include intersections in a range, extend the address by one. For example, if you are creating a ticket for 1-99 W, then use 1S-99 to include the starting intersection, or use 1-101 to include the ending intersection. If you are creating a ticket for 2-98, use 0-98 to include the starting intersection, or use 2-100 to include the ending intersection.

Address	Action
Please Add An Address.	

Add New Address

You can add all the Addresses that are under discussion. Click Add New Address to enter the excavation addresses being discussed.

- Add Address form will be displayed
- If your Joint Meet is for Permitted Work, you can add any Address from your permit or enter a different address. For a Private Property Joint Meet, fill in the Dig Address From, From Direction (Dir), Street Name and Type. If the address is a range, fill in the To and To Direction (Dir).
- Click on the 'Save' button

The image shows a screenshot of a web application's 'Add Address' form. The form is titled 'Add Address' and has a close button (X) in the top right corner. It contains three rows of input fields, each with a blue asterisk (*) indicating it is required. The first row has a text input with '333' and a dropdown menu with 'S'. The second row has a text input with 'To' and a dropdown menu with 'S'. The third row has a text input with 'STATE' and a dropdown menu with 'ST'. Below the form are two buttons: 'Cancel' and 'Save'. The 'Save' button is highlighted in blue. There are three callout boxes: a red one on the left stating 'All fields with a * are required', a blue one at the top right stating 'Add Address form will be displayed', and a blue one at the bottom right stating 'Click on the 'Save' button'. A large blue callout box at the bottom left contains detailed instructions for Private Property Joint Meet users.

All fields with a * are required

Add Address

333 *

To *

STATE *

S *

S *

ST *

Cancel Save

Add Address form will be displayed

Click on the 'Save' button



For a Private Property Joint Meet, fill in the Dig Address From, From Direction (Dir), Street Name and Type. If the address is a range, fill in the To and To Direction (Dir).

- A Confirm Address form will be displayed
- 811 Chicago will compare your address against existing city records and suggest an address if it cannot find a match. Click on the 'Confirm' button

Confirm Address

×

Please confirm one of the addresses below. If you are certain your address is correct and it does not appear below, please call 811 Chicago at 312-744-7000, and our operators will help create your ticket.

☒ 333 S STATE ST  ☐ 333 S STATE (Your original entry) 

Edit Address

Confirm

A Confirm Address form will be displayed

Click on the 'Confirm' button

- Dig Address will be populated
- You can click on the map icon to see the address location on a map.

Dig Address *



Enter the location of your dig below. The address can be either a single (point) address (ex: 50 W Washington St) or a range address (ex: 50-98 W Washington St). Dig locations are restricted as follows:

- Dig locations cannot mix even and odd street numbers. If you need to create tickets for both sides of a street (1-99), create two tickets (1-99 and 2-98).
- Dig locations cannot span more than one block. If you are doing work across three blocks on one side of the street (2-300), then create three tickets (2-98, 102-198, and 202-298). If work will be on both sides of the street spanning 3 blocks, six tickets would be required.
- To include intersections in a range, extend the address by one. For example, if you are creating a ticket for 1-99 W, then use 1S-99 to include the starting intersection, or use 1-101 to include the ending intersection. If you are creating a ticket for 2-98, use 0-98 to include the starting intersection, or use 2-100 to include the ending intersection.

Address

333 S STATE ST



Action

[Delete](#) [Edit](#)

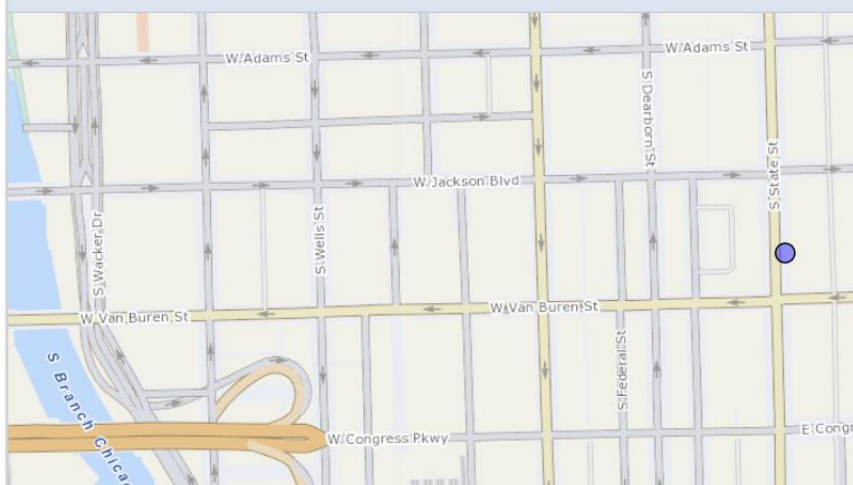
Dig Address will be populated

Click on the map icon

- This is the location of your dig address.




Address: 333 S STATE ST



This is the location of your dig address.

Location Details

- If the dig location is at an intersection, you can enter the Cross Streets, Distance to and Direction from the intersection. If you have comments about the dig location, enter them in Location of Dig.

Location Details			
Cross Streets	<input type="text" value="STATE"/>	At	<input type="text" value="JACKSON"/>
Distance/Direction to Above	<input type="text" value="150 FT"/>	Location of Dig	<div><input type="text" value="The corner of State and Jackson near the traffic signal."/></div>

If the dig location is at an intersection, you can enter the Cross Streets, Distance to and Direction from the intersection. If you have comments about the dig location, enter them in Location of Dig.

Contacts

- Click on the 'Add New Contact' button

All fields with a * are required.

Requested By Contact Information *

Add New Contact

Click on the 'Add New Contact' button

- Enter the Contact Name
- Click on the 'Search' button

Search For Contact

Contact Name Infor Team Dupe *

Enter the Contact Name

Close Search

Click on the 'Search' button

- Click on the 'Select' button

Select Contact

Contact

Infor Team Dupe
1 E Jackson St.
Chicago IL 60604

Select

Click on the 'Select' button

Close Search Again Add New Contact

- Requested By Contact Information has been populated

Requested By Contact Information *

Name

Infor Team Dupe
1 E Jackson St.
Chicago IL 60604

[Remove](#)

Requested By Contact Information has been populated

- Enter the Onsite Contact Name and Onsite Phone. If you have additional contacts that should be notified when there are changes to your ticket's service status, enter their emails in Additional Email Addresses (Optional).

All fields with a * are required.

Onsite Contact Information

Onsite Contact Name

Bob Thompson

*

Onsite Phone

(888)555-5555

*

Additional Email
Addresses

bthompson@gmail.com

?

Enter the Onsite Contact Name and Onsite Phone. If you have additional contacts that should be notified when there are changes to your ticket's service status, enter their emails in Additional Email Addresses.

Work Type

- Select one or more work types

Work Type *

<input type="checkbox"/> Abandon Gas Service	<input type="checkbox"/> Building a Garage	<input type="checkbox"/> Building an Addition
<input type="checkbox"/> Bury Catv Drop	<input type="checkbox"/> Bury Electric Service	<input type="checkbox"/> Bury Telephone Cable/Drop
<input checked="" type="checkbox"/> Corrosion	<input type="checkbox"/> Demolition	<input type="checkbox"/> Digging Test Holes
<input type="checkbox"/> Ditch Cleaning	<input type="checkbox"/> Damage Ticket	<input type="checkbox"/> Drilling a Well

Select one or more work types

All fields with a * are required.

Routing

- Utilities will be pre-selected based on the addresses provided from above

Routing



• **Note:** Only bolded utilities will receive notifications if no selections are made in the list below.

- | | |
|---|--|
| <input type="checkbox"/> Select All | <input type="checkbox"/> 5 ComED South (Irth Solutions) |
| <input checked="" type="checkbox"/> 4 ComED North* (Irth Solutions) | <input type="checkbox"/> 12 Bill Schlender (HBK Engineering) |
| <input checked="" type="checkbox"/> 11 AT&T Local | <input type="checkbox"/> 16 Nicor Gas |
| <input type="checkbox"/> 15 JCDECAUX CHICAGO LLC*/ JC Decaux NA | <input checked="" type="checkbox"/> 20 AT&T Long Distance |
| <input checked="" type="checkbox"/> 18 Cen Trio Energy Chicago LLC* (HBK Engineering) | <input checked="" type="checkbox"/> 24 Verizon (MCI) |
| <input checked="" type="checkbox"/> 22 City of Chicago (CoC) (HBK Engineering) | <input type="checkbox"/> 28 Sprint (Irth Solutions) |
| <input type="checkbox"/> 27 Comcast Cable (27) (USIC LLC) | <input type="checkbox"/> 31 Windstream (McLeod US) |
| <input type="checkbox"/> 29 Comcast Cable (29) (USIC LLC) | <input type="checkbox"/> 36 Level 3 Communications DBA Lumen (HBK Engineering) |
| <input type="checkbox"/> 34 RCN (HBK Engineering) | <input type="checkbox"/> 46 BP Pipelines North America (Irth Solutions) |
| <input checked="" type="checkbox"/> 42 Rogers Telecom/Gabe's Technical Service (Irth Solutions) | |

Utilities will be pre-selected based on the addresses provided from above

Review and Submit

When the information on this Joint Meet has been confirmed to be accurate and you click Create Joint Meet, a list of Notification Recipients is generated based on the Dig Address that was provided. Once your Joint Meet is approved, each of the listed Recipients will be sent a notification describing your excavation. You will be able to track the status of actions taken by each of these recipients by viewing your Joint Meet details.

- Select either “I have pre--marked the excavation” or “I have not pre--marked the excavation.”
- Check the certification box to certify that all the provided information in the request is accurate.
- Review your Joint Meet information and click on the ‘Create Joint Meet’ button

<input type="checkbox"/> 219 VERA MOBILITY - Speed Cameras (HBK Engineering)	<input type="checkbox"/> 221 EXETER SYSTEMS, LLC (OJIC LLC)
<input type="checkbox"/> 222 INTERMOUNTAIN INFRASTRUCTURE GROUP (HBK Engineering)	<input type="checkbox"/> 223 Northwestern Medicine (HBK Engineering)
<input type="checkbox"/> 224 Digital Crossroad Data Center (HBK Engineering)	<input type="checkbox"/> 225 DuPage County Division of Transportation (HBK Engineering)
<input type="checkbox"/> 226 CROSSTOWN FIBER (HBK Engineering)	<input checked="" type="checkbox"/> 227 AT&T MOBILITY (AT&T (O'Hare))
<input type="checkbox"/> 228 Fleet Portfolio, LLC - 811 Chicago (HBK Engineering)	<input type="checkbox"/> 1000 Tester

☒ I have premarked the excavation.

Select either “I have pre--marked the excavation” or “I have not pre--marked the excavation.”

☐ I have not premarked the excavation.

☒ I certify that information contained in this joint meet request is true and accurate to the best of my knowledge.

Check the certification box to certify that all the provided information in the request is accurate.

Create Joint Meet

Review your Joint Meet information and click on the ‘Create Joint Meet’ button

Joint Meet Details

- Joint Meet # has been generated
- All previously entered information will be on this page
- Page will let user know what the status of the application is

[Home](#) > [811 Chicago](#)

Joint Meet 601490780

Print

Edit

Send Notices

Cancel Meet



Joint Meet saved successfully.

Details

Notice History

Revision History

Related Tickets

Joint Meet No:	601490780	Joint Meet Date:	3/13/2024 1:30:00 PM	Status:	Unacknowledged
Address:	333 S 333 S STATE ST			Cross Streets:	STATE at JACKSON (150 FT)