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Creating a Private Property Dig Ticket

When you select 811 Chicago from your Dashboard the following page is displayed.

Select Create Dig Ticket.
Dig Ticket Type

The below information 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.
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).

The Street Name has type ahead and will suggest street names as they are entered.
811 Chicago will compare your address against existing city records and suggest an address if it cannot find a match. Click Confirm.
You can click the map icon to see the address location on a map.

This is the location of your dig address.
Location Information

Request New Dig Tickets

1. (Complete) Dig Ticket Type - Private Property

2. Location Information

Check the box on the left of the locations where an excavation will be performed. If the excavation will cover the intersection at the start or end of the range, or if private property will be impacted at any of the locations, check the appropriate boxes for each location. When you check the boxes to include intersections, the address ranges will be adjusted to include the intersections. You can also edit the ranges for an address to choose a smaller address range for a location.

121 N LA SALLE ST

Location Details
Cross Streets:

Distance/Direction to Above:

If the dig location is at an intersection, you can enter the Cross Streets, Distance to and Direction from the intersection. Click Next to continue.

Excavation Information

The Dig Date that you specify for your excavation must be at least 48 hours from the current time and not more than 10 business days in the future. The Dig Date cannot be on Saturday, Sunday, or any observed 811 Chicago holiday. The Dig Start Time must be between business of hours 8:00 AM and 3:45 PM.
Select the Dig Date and Depth of the excavation. If you know how long the excavation will be you can enter the Duration and select the Duration Type.

If you have additional details about the excavation, you can check one or more of the items in the Work will use section. Enter any comments in Marking Instructions / Comments.
Check one or more Work Types from the list. If your work type is not one of the listed options, check Other Work Type and enter it in the Other Work Type box.

Click Next to continue to the next step.
Enter the Requested By contact information
Enter the On-site Contact Name and On-site 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.

Enter the Requested By Contact Information

Click Next to continue.
In the Notification Recipients section there is a list of dig ticket recipients for each address listed on the dig ticket.

<table>
<thead>
<tr>
<th>Address</th>
<th>Recipients</th>
</tr>
</thead>
</table>
| 121 N LA SALLE ST    | • 4 ComEd North (11th Solutions)  
• 11 AT&T Local  
• 19 Enwave (MDE Thermal) Chicago (HBK Engineering)  
• 22 City of Chicago (CoC) (HBK Engineering)  
• 24 Verizon (MCI)  
• 29 Comcast Cable (29) (USIC LLC)  
• 34 RCN (HBK Engineering)  
• 35 Century Link (HBK Engineering)  
• 42 Rogers Telecom/Gabe’s Technical Service (11th Solutions)  
• 68 Crown Castle  
• 70 AT&T (SBC IL) (AT&T (OHare))  
• 136 Peoples Gas  
• 202 JC Deaux (HBK) (HBK Engineering)  
• 207 Peoples Gas Central (Peoples Gas North (PGAS7))  
• 208 Crown Castle - UG Electrical (Crown Castle) |
Review and Submit

5. (Complete) Notification Recipients

6. Review and Submit

Dig Ticket Type - Private Property

Locations
121 N LA SALLE ST

<table>
<thead>
<tr>
<th>Address</th>
<th>Includes Private Property</th>
</tr>
</thead>
<tbody>
<tr>
<td>121 N LA SALLE ST</td>
<td></td>
</tr>
</tbody>
</table>

Location Details
Cross Streets: LA SALLE at WASHINGTON
Distance/Direction to Above: 150 FT feet
Location Comment:
LaSalle and Washington intersection curb lane

Excavation Information

<table>
<thead>
<tr>
<th>Address</th>
<th>Dig Date</th>
<th>Duration</th>
<th>Depth</th>
</tr>
</thead>
<tbody>
<tr>
<td>121 N LA SALLE ST</td>
<td>11/8/2015 8:00:00 AM</td>
<td>2 Days</td>
<td>2 feet</td>
</tr>
</tbody>
</table>

Excavation Details

Work will use:

- Explosives
- Drilling Equipment
- Hydraulic Equipment
- Overhead Equipment 14+ Feet High

Marking instructions / Comments:
Mark signal cables and all utility lines under the sidewalk.

Work Type

- Replace Curb and Gutter

Contact Information

Onsite Contact Information
Bob Thompson
(312)655-5655

Additional Email Addresses:

(Will be CCO on all communications)
- bthompson@construction.com

Review the location, excavation information and contact information.
When the information on this ticket has been confirmed to be accurate and you click Save, a list of Notification Recipients is generated based on the Location Information that was provided. Once your ticket 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 ticket details.

In the Notification Recipients section there is a list of dig ticket recipients for each address listed on the dig ticket.

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.

Click Save.