

City of Chicago

Permitted Work Dig Tickets

User Guide [Ver. 1.2]

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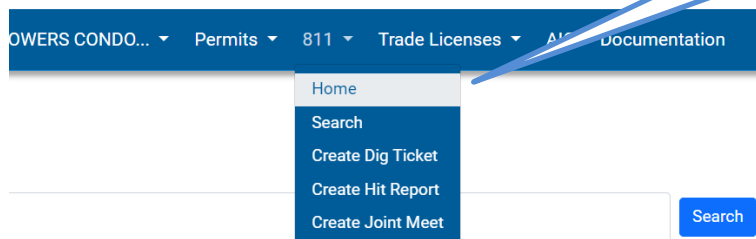
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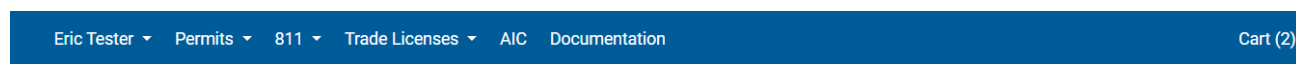
Creating your Permitted Work Dig Ticket

- Select 811 – Home

› Inspection, Permitting & Licensing Portal

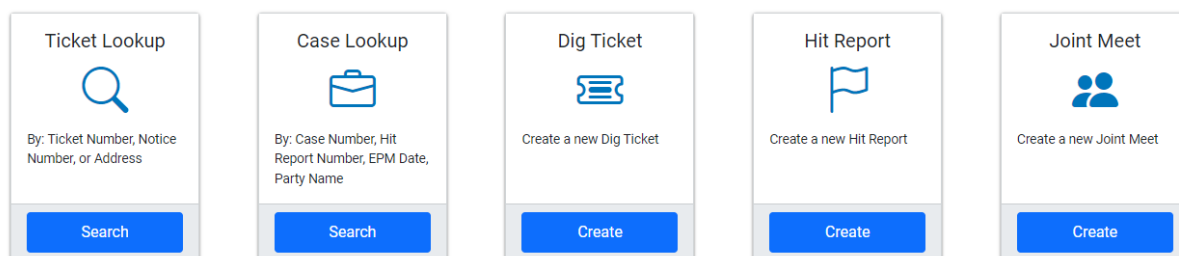


- Under Dig ticket, select the 'Create' button



[Home](#)

811 Chicago



Dig Ticket Type

- Under Permitted Work, enter your CDOT Permit Number
- Click on the 'Next Step' button

Request New Dig Tickets

Dig Ticket Type
 Location Information
 Excavation Information
 Contact Information
 Notification Recipients
 Review and Submit

Permitted Work

This Dig Ticket involves digging in the public right of way. This may also involve private property work.

CDOT Permit Number

DOT1900499

*

☐ Emergency Dig Ticket

Private Property Only

This Dig Ticket is for work that will be done on private property only.

Dig Address

From

*

Dir

▼

*

To

Dir

▼

Street Name

*

Type

▼

☐ Emergency Dig Ticket

Next Step

Click on the 'Next Step' button

Under Permitted Work, enter your CDOT Permit Number

NOTE: To complete a Permitted Work dig ticket your permit start date must be no more than 14 days in the future. End date of permit also cannot be in the past

Location Information

- If the location on your permit is a single address, you can select it and specify if the excavation will impact
- If your permit has multiple locations, you can select each location that the excavation impacts and for each location selected:
 - Specify if the excavation will impact private property.
 - Specify if it covers an intersection.
 - Edit the address range if different from the permit.
- Click on the 'Next Step' button

Request New Dig Tickets (CDOT Permit Number: DOT1900499)

✓ Dig Ticket Type
Location Information
✎ Excavation Information
✎ Contact Information
✎ Notification Recipients
✎ Review and Submit

Permit Locations

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.

11416-11419 S PRAIRIE AVE 📍

<input checked="" type="checkbox"/> Dig	Address	<input type="checkbox"/> Private Property	Street Number	Street Number High	<input type="checkbox"/> Start Intersection	<input type="checkbox"/> End Intersection
<input checked="" type="checkbox"/>	11416-11418 S PRAIRIE AVE 📍	<input type="checkbox"/>	11416	11418		
<input checked="" type="checkbox"/>	11417-11419 S PRAIRIE AVE 📍	<input type="checkbox"/>	11417	11419		

Enter Non-Validated Dig Ticket Address (Optional) 📍

*
 *

*

Previous Step
Next Step

Click on the 'Next Step' button

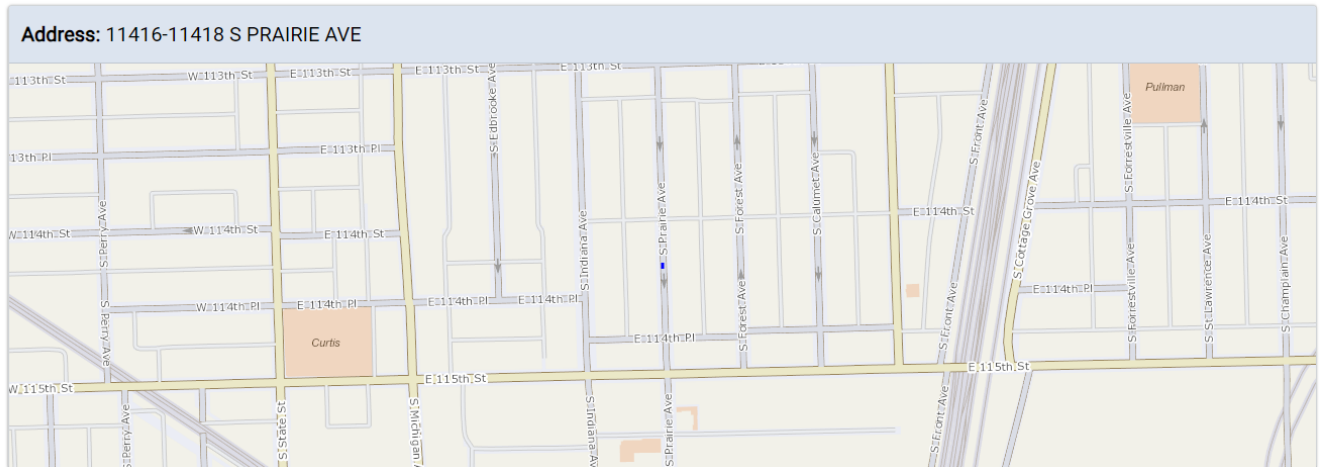
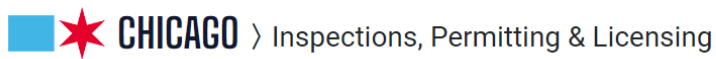
Select the permit locations

- Click on the map icon to the right of the address

<input checked="" type="checkbox"/> Dig	Address	<input type="checkbox"/> Private Property	Street Number	Street Number High
<input checked="" type="checkbox"/>	11416-11418 S PRAIRIE AVE 	<input type="checkbox"/>	11416	11418

Click on the map icon to the right of the address

- A map of the address will be displayed



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
- Enter the Duration (Optional)
- Enter the Depth
- Select the Placement
- Enter Marking Instructions/Comments (Optional)

Request New Dig Tickets (CDOT Permit Number: DOT1900499)



Excavation Location Details

All Locations ?

Dig Date: 02/29/2024 02:15 pm * Duration: 10 Depth: 10 ft. *

Placement: * ☒ Parkway

Marking Instructions/Comments: This is a public way dig ticket

All fields with a * are required

Enter the Duration (Optional)

Enter the Depth

Select the Dig Date

Select the Placement

Enter Marking Instructions/Comments (Optional)

- Check one or more Work will use items (Optional)
- Enter Location of Dig (Optional)
- 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 on the 'Next Step' button

Check one or more Work will use items (Optional)

Excavation Details

Work will use:

☐ Explosives
☒ Boring Equipment
☐ Hydraulic Equipment
☐ Overhead Equipment 14+ Feet High

Location of Dig

11417 S Prairie Ave

Work Type *

☐ Abandon Gas Service
☒ Corrosion
☐ Ditch Cleaning
☐ Excavation for a New Home
☐ Install Culvert
☐ Install Drain Tile
☐ Install Electric/Telephone/Gas
☐ Install Electric u/g Service
☐ Install Gas Main
☐ Install Septic System
☐ Install Storm Sewer
☐ Install Water Line
☐ Install Electric
☐ Landscaping
☐ Moving Poles
☐ Perc Test-Boring
☐ Removes Trees
☐ Repair Septic System
☐ Replace Curb
☐ Replace Gutter
☐ Setting Anchors
☐ Sidewalk Replacement
☐ Other Work Type

☐ Building a Garage
☐ Bury Catv Drop
☐ Demolition
☐ Damage Ticket
☐ Gas Main Renewal
☐ Install Culvert Endwalls
☐ Install Electric Service
☐ Install Electric/Telephone/Gas/Cable
☐ Installing a Fence
☐ Install Gas Service
☐ Install Sewer and Water Laterals
☐ Install Swimming Pool
☐ Install Sewer
☐ Install Gas
☐ Main Maintenance
☐ New Home Construction
☐ Planting Trees
☐ Repair Gas Leak
☐ Repair Sewer Line
☐ Replace Electric Pole
☐ Replace PED
☐ Setting Poles and Anchors
☐ Soil Borings

☐ Building an Addition
☐ Bury Telephone Cable/Drop
☐ Digging Test Holes
☐ Drilling a Well
☐ Home Addition
☐ Install Deck
☐ Install Electric/Telephone/Cable
☐ Install Electric and Telephone
☐ Install Gas and Electric Service
☐ Install LP Tank
☐ Install Sign Post
☐ Install UG Wire
☐ Install Water Laterals
☐ Install Telephone
☐ Maintenance Work
☐ New Road Construction
☐ Relocate Utility Lines
☐ Repair Septic Line
☐ Replace Curb and Gutter
☐ Replace Electric Primary
☐ Service Maintenance
☐ Setting Poles
☐ Utility Construction

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Next Step

Enter Location of Dig (Optional)

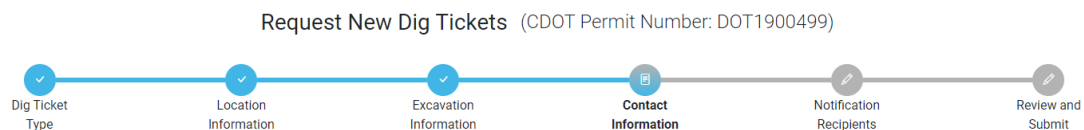
Check one or more Work Types

All fields with a * are required

Click on the 'Next Step' button

Contact Details

- Select the applicant from the drop-down list (Note: Applicant is the same as the applicant from the CDOT permit)
- Enter the On-site Contact Information
- Click on the 'Next Step' button



Requested By Contact Information	
Select Applicant	Peoples Gas *

On-site Contact Information	
Name	Bob Thompson *
Phone	(888)555-5555 *
Email Address(es)	bthompson@gmail.com *

[Previous Step](#)[Next Step](#)

All fields with a * are required

Select the applicant from the drop-down list

Enter the On-site Contact Information

Click on the 'Next Step' button

Notification Recipients

- In the Notification Recipients section, there is a list of dig ticket recipients for each address listed on the dig ticket.
- Click on the 'Next Step' button

Request New Dig Tickets (CDOT Permit Number: DOT1900499)

Dig Ticket Type Location Information Excavation Information Contact Information **Notification Recipients** Review and Submit

Address(es) and Recipients

Address: 11416-11418 S PRAIRIE AVE

Recipients: [Change](#)

- 5 ComED South (Irth Solutions)
- 79 Peoples Gas Central and South (USIC (United States Infrastructure Corporation))
- 22 City of Chicago (CoC) (HBK Engineering)
- 136 Peoples Gas
- 70 AT&T (SBC IL)* (AT&T (OHare))

Address: 11417-11419 S PRAIRIE AVE

Recipients: [Change](#)

- 5 ComED South (Irth Solutions)
- 79 Peoples Gas Central and South (USIC (United States Infrastructure Corporation))
- 22 City of Chicago (CoC) (HBK Engineering)
- 136 Peoples Gas
- 70 AT&T (SBC IL)* (AT&T (OHare))

[Previous Step](#) [Next Step](#)

There is a list of dig ticket recipients for each address listed on the dig ticket.

Click on the 'Next Step' button

Review and Submit

- Review the location, excavation information, and contact information

Request New Dig Tickets (CDOT Permit Number: DOT1900499)

✓ Dig Ticket Type
✓ Location Information
✓ Excavation Information
✓ Contact Information
✓ Notification Recipients
Ⓜ Review and Submit

Locations

Address(es) 11416-11418 S PRAIRIE AVE 11417-11419 S PRAIRIE AVE	Includes Private Property <input type="checkbox"/> <input type="checkbox"/>	Location Details Cross Streets: Not Specified Distance/Direction: Not Specified Location: 11417 S Prairie Ave Comment:
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Excavation Information

Address Details

Address	Dig Date	Duration	Depth	Placement	Marking Instructions/Comments
11416-11418 S PRAIRIE AVE	2/29/2024 14:15 PM	10 Days	10 feet	{ Parkway }	This is a public way dig ticket
11417-11419 S PRAIRIE AVE	2/29/2024 14:15 PM	10 Days	10 feet	{ Parkway }	This is a public way dig ticket

Excavation Details

Work will use:
☐ Explosives
☒ Boring Equipment
☐ Hydraulic Equipment
☐ Overhead Equipment 14+ Feet High

Work Type: ☒ Corrosion

Contact Information

Onsite Contact Information

Name:	Bob Thompson	Phone #:	(888)555-5555
Additional Email Addresses:	bthompson@gmail.com		

Requested By Contact Information

Name:	Peoples Gas
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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
- Check the 'I have premarked the excavation.' button
- Check the 'I certify that information contained in the request is true and accurate to the best of my knowledge' button
- Click on the 'Save' button

Notification Recipients

Address: 11416-11418 S PRAIRIE AVE

Recipients:

- 5 ComED South (Irth Solutions)
- 79 Peoples Gas Central and South (USIC (United States Infrastructure Corporation))
- 22 City of Chicago (CoC) (HBK Engineering)
- 136 Peoples Gas
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Address: 11417-11419 S PRAIRIE AVE

Recipients:

- 5 ComED South (Irth Solutions)
- 79 Peoples Gas Central and South (USIC (United States Infrastructure Corporation))
- 22 City of Chicago (CoC) (HBK Engineering)
- 136 Peoples Gas
- 70 AT&T (SBC IL)* (AT&T (OHare))

☒ I have premarked the excavation.
☐ I have not premarked the excavation.

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

[Previous Step](#) [Save](#)

There is a list of dig ticket recipients for each address

Check the 'I have premarked the excavation.' button

Click on the 'Save' button

Check the 'I certify that information contained in the request is true and accurate to the best of my knowledge' button

Dig Ticket Details

- A Dig Ticket # will be generated
- All previously entered information will be on this page
- Page will let user know what the status of the application is

Dig Ticket 601482224

Print

Edit

Send Notices

Cancel Ticket

✓ Your tickets have been created successfully. One of the tickets is displayed below and the others can be viewed under the 'Related Tickets' tab.

- Details
- Notice History
- Revision History
- Related Tickets
- Excavator Job Readiness Checklist



- **NOTE:** Dig Ticket is voided if work does not commence before 03/12/2024
- **NOTE:** Dig tickets can only be extended by the owner between 2 to 8 days of the expiration date.

Dig Ticket:	601482224	Dig Date:	2/29/2024 3:15 PM	Status:	Unacknowledged
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