Permitted Work Dig Tickets

User Guide [Ver. 1.2]
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Creating your Permitted Work Dig Ticket

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

Select Create Dig Ticket.
You can select the type of dig ticket you want to create. Enter your CDOT Permit Number and click Next in the Permitted Work box to create a Permitted Work Dig Ticket.

NOTE: To complete a Permitted Work dig ticket your permit start date must be no more than 14 days in the future.
Location Information

Request New Dig Tickets

1. (Complete) Dig Ticket Type - Permitted Work
   CDOT Permit Number: DOT547445

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 range 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.

Permit Locations:
121 N LA SALLE ST

<table>
<thead>
<tr>
<th>Dig Address</th>
<th>Private Property</th>
<th>Street Number</th>
<th>Street Number High</th>
<th>Start Intersection</th>
<th>End Intersection</th>
</tr>
</thead>
<tbody>
<tr>
<td>✅ 121 N LA SALLE ST</td>
<td>☑</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

If the location on your permit is a single address, you can select it and specify if the excavation will impact private property.

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.
You can use the header row to select the same input for all the rows below Dig, Private Property, Street Number, Street Number High, Start Intersection and End Intersection.

You can click the map icon to see the address location on a map.

This is the location of your dig address.
Select the address from your permit and 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.
You can use the All Locations row to select the same input for all the rows below Dig Date, Duration, Duration Type and Depth.

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.
Contact Details

3. (Complete) Excavation Information

4. Contact Details

Requested By Contact Information
For a company, enter company name. For an individual, enter first and last name.

Name/Company Name

Phone

Fax

Cell

Address

Address (cont)

City

State

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.

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 (Sth Solutions)  
• 11 AT&T Local  
• 18 Enwave (MDE Thermal) Chicago (HBK Engineering)  
• 22 City of Chicago (CoC) (HBK Engineering)  
• 24 Verizon (MOI)  
• 29 Comcast Cable (29) (USIC LLC)  
• 34 RGN (HBK Engineering)  
• 35 Century Link (HBK Engineering)  
• 42 Rogers Telecom/Gable’s Technical Service (Sth Solutions)  
• 60 Crown Castle  
• 70 AT&T (SBC IL) (AT&T (CHare))  
• 136 Peoples Gas  
• 202 JC Decaux (HBK) (HBK Engineering)  
• 207 Peoples Gas Central (Peoples Gas North (PGAS7))  
• 208 Crown Castle - UG Electrical (Crown Castle) |

Next
Review and Submit

5. (Complete) Notification Recipients

6. Review and Submit

Dig Ticket Type - Permitted Work

CDOT Permit Number: DOT547445

### Permit Locations:

<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: Not specified.
Distance/Direction to Above: Not specified.
Location Comment: Not specified.

### 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>11/9/2015 9:00:00 AM</td>
<td>2 Days</td>
<td>2 feet</td>
</tr>
</tbody>
</table>

**Excavation Details**

- Work will use:
  - ✔ Explosives
  - ✔ Diving 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)555-5555

Additional Email Addresses:

- bobthompson@construction.com

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**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.

<table>
<thead>
<tr>
<th>Address</th>
<th>Recipients</th>
</tr>
</thead>
<tbody>
<tr>
<td>121 N LA SALLE ST</td>
<td>• 4 - COMMONWEALTH EDISON CO (idh)</td>
</tr>
<tr>
<td></td>
<td>• 11 - AT&amp;T CORPORATION - LOCAL SERVICE (CSS Group ATT Local)</td>
</tr>
<tr>
<td></td>
<td>• 15 - JC DECAUX CHICAGO LLC</td>
</tr>
<tr>
<td></td>
<td>• 18 - BROOKFIELD DISTRICT ENERGY MIDWEST, LLC D/o ENWAVE (Bytronics Inc)</td>
</tr>
<tr>
<td></td>
<td>• 22 - DSS - Bureau of Electricity (idh)</td>
</tr>
<tr>
<td></td>
<td>• 24 - MCI</td>
</tr>
<tr>
<td></td>
<td>• 29 - COMCAST OF CHICAGO INC (USIC Inc)</td>
</tr>
<tr>
<td></td>
<td>• 34 - 21ST CENTURY TELECOM GROUP INC (idh)</td>
</tr>
<tr>
<td></td>
<td>• 35 - QWEST COMMUNICATIONS CORP</td>
</tr>
<tr>
<td></td>
<td>• 39 - X O COMMUNICATIONS, LLC (Stake Center Locating)</td>
</tr>
<tr>
<td></td>
<td>• 79 - SBC ILLINOIS (USIC Inc)</td>
</tr>
<tr>
<td></td>
<td>• 79 - PGAS 7 - 79 (Bytronics Inc)</td>
</tr>
<tr>
<td></td>
<td>• 136 - INTEGRYS ENERGY GROUP/PEOPLE'S GAS</td>
</tr>
</tbody>
</table>

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.