



Utility Locate Request

Office of Facility Services

PERMIT #

FAMIS ID #

Date

All excavations are to be performed by employees of the Office of Facility Services or by a contractor approved & supervised by the Office of Facility Services in accordance with Operating Instruction 6104 and General Instructions for Excavations (provided upon request). Projects of significant size will require plans & specifications & must be approved by a Registered Engineer or Architect within the Office of Facility Services.

Requestor Information

Company Name

Title

Last Name

First Name

Email Address

Phone Number

Location Information

Project Name, Location, Description

Type of Equipment Used

Begin Date

Begin Time

Estimated End Date

Provide sketch below (or attach multiple copies of plans) showing: depth, width & length of excavation with dimensions from trees, walks, drives & buildings. Identify all new lines, structures & plants to be installed. Give building & street names. Notifications must be given at least 48 hours in advance, but no more than 120 hours, excluding weekends & holidays. Markings are good for ten (10) calendar days including weekends & holidays.

Approval (for LSU use only)

Utility Plumbing Signature

_____ Date

Utility Electrical Signature

_____ Date

B.A.S. Signature

_____ Date

Landscape Services Signature

_____ Date

Telecom Signature

_____ Date

LSU Cable TV Signature

_____ Date

Utility Systems Signature

_____ Date

Utility Gas Signature

_____ Date

Conditions for Approval