**New Dig Permit Approval Process –**

The person requiring the permit must still fill out the permit and obtain the most recent underground utility drawing from Keith Maston showing the area of the dig.  Once the permit is filled out -

The requestor is to

* Make a PDF copy of the permit,
* Attach it to an email and send it to Keith Maston.
* **The email subject line needs to include the title of the dig permit.**

Keith will:

* Keith Maston will send the SME’s a copy of the permit and request that they review, approve, comment, provide concerns and send a response email to Keith and the requestor.
* Once Keith receives the approval email from the SME’s he will add electronic signatures to the "approved/reviewed by" signature section of the permit and add any comments from the SMEs.
* Once all of the utility approvals are received by the SMEs Keith will contact the locator
* When the location is done - Keith will provide the requestor a copy of the permit.

The requestor

* Reviews the permit and performs the SOTR walk down verification of the utility markings,
* Sends Keith an email stating
	+ Marks are consistent with basic site plan
	+ Inconsistences were noted and have been resolved
* Once the SOTR responds to Keith, he will then send a copy of the completed permit to Rusty or Bob for final review and approval.  When Keith receives an email approval from Rusty or Bob, he then adds the final approval signature and sends a PDF copy of the final approved permit to the requestor.

**New Blind Penetration Permit approval process –**

The person requiring the permit must still fill out the permit and have the most recent utility drawing (or provide a sketch) attached to show the area of the penetration.  Once the permit is filled out –

The requestor is to

* Make a PDF copy of the permit
* Attach it to an email and send it to Keith Maston.
* **The email subject line needs to include the title of the Blind Penetration permit.**

Keith will

* send the SME’s a copy of the permit and request that they review, approve, comment, provide concerns and send a response email to Keith and the requestor.
* Once Keith receives the approval email from the SME’s he will add electronic signatures to the "approved/reviewed by" signature section of the permit and add any comments from the SMEs.
* If the area needs to be located, Keith notifies Ed Winslow or Jason Willoughby to do the scan. Ed or Jason identifies the location of the utilities and provides feedback to Keith and the requestor via an email.
* If the location is cleared by Ed or Jason, or no location is required, Keith sends the permit to Rusty or Bob for final review and approval.  Keith then adds the final approval signature and sends a PDF copy of the final approved permit to the requestor.