



EXCAVATION CHECKLIST

YOUR CONTACT INFORMATION:

- ☐ Your Name and Company Name (if applicable)
- ☐ Your Address or Your Company's Mailing Address
- ☐ Phone Number
- ☐ Email Address (to receive confirmation and utility responses)

ONSITE CONTACT INFORMATION:

- ☐ Contact Person's Name
- ☐ Phone Number

DIG LOCATION INFORMATION:

Please be as descriptive as possible.

- ☐ County
- ☐ City or Township
- ☐ Street Address (or road that you are working on)
- ☐ Where on property will you be working? (ex: front yard, backyard, between the house and garage)
 - Farthest distance and direction you are digging (measure starting from edge of primary roadway)
- ☐ Closest Cross Street /or Between Streets
 - How far and in what direction the work area is from the nearest cross street?

ABOUT YOUR PROJECT:

Notify at least 2-working days (not including the day of the call and legal holidays) and work must begin within 16 calendar days of the notification

- ☐ When are you going to start digging? (time and date)
- ☐ What type of digging project are you doing? (ex: gardening, mailbox, downspout, foundation, etc.)
- ☐ What type of tools or machinery will you be using? (ex: hand tools, excavator, trencher, etc.)
- ☐ Who are you doing the work for? (ex: yourself, company name, etc.)

ADDITIONAL QUESTIONS:

- Are you blasting?
- Have you marked your proposed digging area with white paint or flags?
- Is the work near a railroad or highway?
 - If yes, what is the nearest mile marker

*If you have additional comments that will help with having utilities located at your excavation site, please include these on your excavation notification.

Example: Unlocked gated property, GPS Coordinates, etc.

This checklist is only meant to be used as a reference for anyone notifying OHIO811 of an excavation.

Notify OHIO811 by dialing 8-1-1 or remotely on the **OHIO811 mobile app** or **OHIO811.org**
Find **OHIO811's Excavator Manual and Marking Standards** on our website and mobile app