

Information Needed on a Locate Ticket



This form covers the information you will be asked when contacting Sunshine 811 to have underground facilities located and marked. When contacting Sunshine 811, make sure that your project will start somewhere between three business days after the ticket is submitted and before 30 calendar days expires. The three-day period does not include weekends or holidays. **DO NOT SEND THIS FORM AS AN ALTERNATIVE TO CALLING OR USING INTERNET TICKET ENTRY.**

Excavator (homeowner) contact information

| | | | |
|-----------------|-----------------------------|-----------------------------|-------------|
| First Name | | Last Name | |
| Street Address | | | |
| City | State | Zip | |
| Call back hours | <input type="checkbox"/> AM | <input type="checkbox"/> PM | Cell () |

Field Contact Information – Someone who can answer questions about project site

| | | | |
|--|--|-----------|--|
| First Name | | Last Name | |
| Best method to contact (check one) <input type="checkbox"/> Phone <input type="checkbox"/> Cell Number () | | | |

Work Information

| | | | |
|---|---|---|---|
| Working For (usually self) | | | |
| Work Type | | | |
| Depth | Machinery (mechanized equipment) <input type="checkbox"/> Yes <input type="checkbox"/> No | | |
| Is a (city or county) permit required? <i>No permit required for a locate ticket.</i> <input type="checkbox"/> Yes <input type="checkbox"/> No | | | |
| Work must start between three days after the ticket is submitted and before the 30-day ticket life expires. If your project is further out, please call closer to your date. | | | |
| Work Start Date | / | / | Approximate Work Start Time _____ <input type="checkbox"/> AM <input type="checkbox"/> PM |

Job Site Information

| | | |
|---|-------------|------------|
| State | County | Place/City |
| Address # | Street Name | |
| Nearest Intersecting Street Name (<i>When you leave your home, what is the first street you cross?</i>) | | |
| Is Intersecting Street within a ¼ mile? <input type="checkbox"/> Yes <input type="checkbox"/> No – Specify Distance & Direction | | |

Locate Description:

Select the option that best description where on property where you will be digging

| | |
|--|--|
| <input type="checkbox"/> Entire Property | <input type="checkbox"/> Rear of Property |
| <input type="checkbox"/> Front of Property | <input type="checkbox"/> Side of Property |
| <input type="checkbox"/> Perimeter of Property | <input type="checkbox"/> Work in Driveway Area |
| <input type="checkbox"/> Work from Street to Address | <input type="checkbox"/> Work in Sidewalk area |
| <input type="checkbox"/> Work in Planter area | |

Remarks:

List anything to help locator access your job site (gate code, directions to site, dog in yard).

! IMPORTANT INFORMATION !

SUBMIT YOUR REQUEST

When information is complete, contact Sunshine 811 by:

1. Calling 811 or (800) 432-4770 and select option 1
2. Creating a single address ticket at Exactix.sunshine811.com. Watch our [Homeowner Single Address Ticket videos](#)

UTILITIES NOTIFIED*

Callers: Use this section to record the utilities notified of your excavation. A ticket is emailed to online users.

| | |
|----|-------|
| 1 | _____ |
| 2 | _____ |
| 3 | _____ |
| 4 | _____ |
| 5 | _____ |
| 6 | _____ |
| 7 | _____ |
| 8 | _____ |
| 9 | _____ |
| 10 | _____ |

Utility companies do not locate private facilities including water and sewer lines, most lines running from the meter to a home, irrigation lines, landscape lighting and electric to external structures or pools. Visit sunshine811.com/homeowner for more information.

It's the law to check utility responses. Visit my.sunshine811.com or call (800) 852-8097 to see if the utility left a clear/no conflict, marked or unmarked code. This helps eliminate time spent waiting for marks that may not appear.

* You may see utilities for services that you don't have because those lines are near your dig site.

