


How to Successfully Complete the City of Brewer's Online Dig Safe Notification Form

Brewer Dig Safe Form


Online Dig Safe Notification Form

All areas to be excavated must be clearly marked out and a Dig Safe number must be obtained prior to submitting this form to the City's
Non-Resident Department.
The Brewer Water, Environmental Services, and Public Works Departments require 72 business hours between receiving this form and commencement of any excavation, excluding weekends & holidays. No connections shall be made on weekends or holidays without prior approval.
To get a Dig Safe Number you must call either the following:
811 or 1-888-344-7233
IF THIS IS AN EMERGENCY DIG, YOU **MUST** ALSO CONTACT EACH DEPARTMENT BY PHONE, AS WELL AS SUBMITTING THIS FORM*

Contacts:
Water: 207-989-4214
Environmental Services (Sewer & Storm Water): 207-989-5417
Public Works: 207-989-7800
Penobscot Regional Dispatch: 207-945-4636 *For After Hours Emergency Dig, Safety Only

Dig Safe Number (see use only): *

Date Dig Safe Number was obtained: *

City or town that excavation will occur? *

What is the exact address of the work site? *

What is purpose of excavation? *

Intended depth of excavation? (in feet) *

Will the Excavation be done in the Road or sidewalk? *

If selecting "Yes" you acknowledge that a Road Opening Permit must be obtained from Street Code Enforcement for any excavations in Roadway or Sidewalk within the City of Brewer.

Will Excavation be Done in Shoulder? *

Contractor: *

Contact Person: *

Contact Person's Title: *

The Form has sixteen requests for information, thirteen of these requests require a response to allow the form to be submitted. The required responses are denoted with an *

The following will show examples for how to successfully complete and submit the form.

Dig Safe Number

Dig Safe Number (####-###-####): *

You must have a valid Dig Safe # prior to the completion of this form. The text field is non-specific and either of the following examples are acceptable formats.

Dig Safe Number (####-###-####): *

Dig Safe Number (####-###-####): *

Date Obtained

Date Dig Safe Number was obtained: *

clear

City or town that excavation will occur? Date selector

Dig Safe Number (see use only): *

Date Dig Safe Number was obtained: *

City or town that excavation will occur? *

What is the exact address of the work site? *

October, 2020

Today

wk	Sun	Mon	Tue	Wed	Thu	Fri	Sat
39					1	2	3
40	4	5	6	7	8	9	10
41	11	12	13	14	15	16	17
42	18	19	20	21	22	23	24
43	25	26	27	28	29	30	31

Tue, Oct 13

Selecting the Calendar to the right of the text box is the most efficient method of completing this. The calendar will default to the current date. Choose the day in which the Dig Safe # was obtained.

City or Town

City or town that excavation will occur? *

Brewer

Eddington

Holden

Orrington

The City acknowledges that the majority of excavations will occur within Brewer. However, one or more of the City's utilities maintain infrastructure in each of the listed towns and therefore have added them to the form for continuity purposes.

Exact Address & Purpose of Work

What is the exact address of the work site? *

What is purpose of excavation *

Please fill these fields out completely. The text fields are non-specific, however inadequate addresses & descriptions lead to more information required to clarify and can potentially lead to project delays.

What is the exact address of the work site? *

Main St

What is purpose of excavation *

Fix pipe

What is the exact address of the work site? *

37 Oak St

What is purpose of excavation *

Repair a broken sewer lateral

Intended Depth of Excavation

Intended depth of excavation? (in feet) *

This is also a non-specific text field. Please enter what your best deduction is to the nearest foot.

Excavating the Road or Sidewalk

Will the Excavation be done in the Road or Sidewalk? *

Yes

No

If selecting "Yes" you acknowledge that a Road Opening Permit must be obtained from Brewer Code Enforcement for any excavations in Roadway or Sidewalks within the City of Brewer.

As stated on the form, if the answer to this question is "YES" a valid **Road Opening Permit** must be obtained from Brewer Code Enforcement for excavations within the City of Brewer.

Excavating the Shoulder

Will Excavation Be Done In Shoulder?

Yes

No

“Yes” if you are excavating in the shoulder, “No” if you are not. Not all of this is super technical.

Contractor, Contact Person, Title, & Contact Phone

Contractor: *

Contact Person: *

Contact Person's Title: *

Contact Phone: *

These are non-specific text fields as well, but as mentioned before inadequate information can lead to project delays. Both are examples of how to correctly complete this section;

Contractor: *

ABC Contractors

Contact Person: *

John Smith

Contact Person's Title: *

Foreman

Contact Phone: *

2075555555

Contractor: *

NA

Contact Person: *

Jill Smith

Contact Person's Title: *

Homeowner

Contact Phone: *

207-555-5555

The second example indicates that the homeowner themselves will be doing the excavation.

Contact Email

Contact E-mail (A Confirmation E-mail will be Sent to This Address)

(in the format email@example.com)

This is not a required field; however, it is highly recommended that you enter an email address here to receive a confirmation email that the form was submitted for your records.

Start Date & Time

The screenshot shows the 'Start Date *' and 'Start Time *' fields. The 'Start Date *' field has a calendar icon and a 'clear' button. The 'Start Time *' field has a dropdown menu for 'am' and '(Current Time)'. To the right, a calendar for October 2020 is displayed, with the date 16th highlighted. Below the calendar is an 'Additional Information' text area.

The same method as the Date Obtained mentioned above should be utilized here. As stated on the website and the Form itself, a minimum of 72 business hours (3 days) must be given prior to the commencement of excavation.

Additional Information

The screenshot shows the 'Additional Information' text area, which is currently empty.

As mentioned on the website, if the excavation will take place in an area that is not readily apparent from the street, please provide a description as to where on the property the affected area is located in this box. Here is an example where the Additional Information is requested to be completed.

The screenshot shows the 'Additional Information' text area with the following text: "Excavating at the rear of the house. Area is marked with 4 white painted stakes, 1 at each corner."

Submit

The screenshot shows the 'Brewer Dig Safe Form' with various fields and buttons. A yellow box highlights the 'Submit' and 'Cancel' buttons. A yellow arrow points from the 'Submit' button to the 'Additional Information' text area.

Brewer Dig Safe Form

Will the Excavation be done in the Road or Sidewalk? *
 Yes No

If selecting "Yes" you acknowledge that a Road Opening Permit must be obtained from Brewer Code Enforcement for any excavations in Roadway or Sidewalks within the City of Brewer.

Will Excavation Be Done In Shoulder?
 Yes No

Contractor: *
Example Bros.

Contact Person: *
John Doe

Contact Person's Title: *
Foreman

Contact Phone: *
555-555-5555

Contact E-mail (A Confirmation E-mail will be Sent to This Address)
Email@example.com (in the format email@example.com)

Start Date *
October 21, 2020 clear

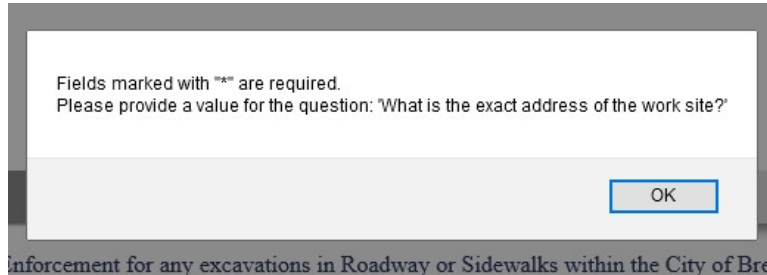
Start Time *
11 : 00 am (Current Time)

Additional Information
Replacing clay sewer service with 4" PVC

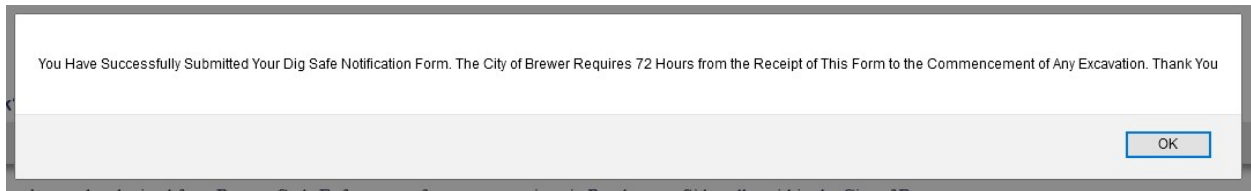
Submit Cancel

PeopleForms
Tablet

Once you have completed the form, you need to submit it by selecting the "Submit" button found at the lower left-hand corner of your screen as shown above. When you select "Submit", if there is a required field that was missed you will receive a message alerting you to this. The Form cannot be submitted until all required information fields are filled out. Please fill out the required field(s) and resubmit the Form. See the example below;



Once all of the required information has been entered and the form has been submitted, you will receive the following message;



Congratulations! You have successfully submitted the required Online Dig Safe Notification Form for the City of Brewer. If you entered an email address on the Form you will receive a confirmation email like the example below;



Thank you for your cooperation and Dig Safe!