



**USER GUIDE**

**for the**

**Excavation Permit Request External**  
**Website**  
**(EPREXT – SI223)**

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## REVISION RECORD

Revision	Date	Change Summary
0	11/20/2019	Initial release.

## TABLE OF CONTENTS

SECTION	PAGE
1.0 INTRODUCTION .....	4
1.1 SYSTEM OVERVIEW .....	4
1.2 REQUESTING APPLICATION PRIVILEGES.....	<b>ERROR! BOOKMARK NOT DEFINED.</b>
1.3 USER ROLES.....	<b>ERROR! BOOKMARK NOT DEFINED.</b>
2.0 GENERAL INSTRUCTIONS .....	<b>ERROR! BOOKMARK NOT DEFINED.</b>
2.1 SUBMIT NAMS REQUEST.....	<b>ERROR! BOOKMARK NOT DEFINED.</b>
2.2 HOME SCREEN OVERVIEW .....	4
2.3 SYSTEM SCREENS .....	<b>ERROR! BOOKMARK NOT DEFINED.</b>
2.4 SEARCH CAPABILITIES .....	<b>ERROR! BOOKMARK NOT DEFINED.</b>
2.5 MISSION CREATION REQUIREMENTS.....	<b>ERROR! BOOKMARK NOT DEFINED.</b>
2.6 READINESS TASKS.....	<b>ERROR! BOOKMARK NOT DEFINED.</b>
3.0 ACRONYMS.....	6
4.0 APPENDIX A – THIS IS THE APPENDIX TITLE (HEADING 1).....	<b>ERROR! BOOKMARK NOT DEFINED.</b>
5.0 APPENDIX B – [YOUR TITLE] .....	<b>ERROR! BOOKMARK NOT DEFINED.</b>

### FIGURES

FIGURE 1-1: THIS IS A FIGURE CAPTION AND WILL BE PLACED BELOW THE FIGURE... **ERROR! BOOKMARK NOT DEFINED.**

### TABLES

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## 1.0 INTRODUCTION

The Excavation Permit Request application is the preferred method for requesting a dig permit and locating service for underground utilities at KSC. A dig permit and location services are required for all activities that involve penetrations to subsurface area. For example: modifications to an existing grade or area storm drainage profile by digging, cutting an existing grade, probing, drilling, installing tie down rods, driving grounding rods, trenching and back filling, or any other breaking of the surface of the ground.

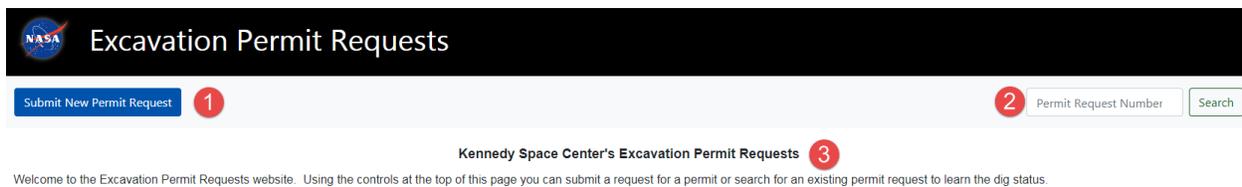
The external application allows users external to KSC to submit excavation permit requests and check on submitted requests.

## 2.0 SYSTEM OVERVIEW

The application is composed of two functional areas, one allowing to submit an excavation request and one providing a permit status search capability.

## 3.0 HOME SCREEN OVERVIEW

The main application screen presents the welcome message and provides access to the creation and search functions



**Figure 1 – EPR External Application main screen**

1. Click here to access the excavation permit submittal screen
2. Input a permit number and click 'Search' to check on a permit status.
3. Welcome message.

## 4.0 SUBMITTING AN EXCAVATION PERMIT REQUEST

To submit an excavation permit request, click on the 'Submit New Permit Request' control (See Figure 1) and fill the requested information as follows.

 **Excavation Permit Requests**

[Submit New Permit Request](#)

### Permit Request

**Submitter** 1

<p><b>*Last Name</b></p> <input type="text" value="Last Name"/> <p><small>The last name of the person requesting this permit.</small></p>	<p><b>*First Name</b></p> <input type="text" value="First Name"/> <p><small>The first name of the person requesting this permit.</small></p>	<p><b>*E-Mail Address</b></p> <input type="text" value="E-mail"/> <p><small>The Company's e-mail address of the person requesting this permit.</small></p>
<p><b>*Company Name</b></p> <input type="text" value="Company Name"/> <p><small>The name of the company the permit is for.</small></p>	<p><b>Address</b></p> <input type="text" value="Address"/> <p><small>The company address.</small></p>	
<p><b>City</b></p> <input type="text" value="City"/>	<p><b>State</b></p> <input type="text" value="State"/>	<p><b>Zip Code</b></p> <input type="text" value="Zip Code"/>
<p><b>*Phone</b></p> <input type="text" value="Phone Number"/> <p><small>The company phone number.</small></p>	<p><b>Fax</b></p> <input type="text" value="Fax Number"/> <p><small>The company fax number.</small></p>	

**Contractor/Excavator** [Copy Submitter Information](#) 2

<p><b>Company Name</b></p> <input type="text" value="Company Name"/> <p><small>The name of the contracting/excavating company for this permit.</small></p>	<p><b>Phone</b></p> <input type="text" value="Phone Number"/> <p><small>The company phone number.</small></p>
<p><b>Last Name</b></p> <input type="text" value="Last Name"/> <p><small>The last name of contractor or excavator for this permit.</small></p>	<p><b>First Name</b></p> <input type="text" value="First Name"/>
	<p><b>E-Mail Address</b></p> <input type="text" value="E-mail"/> <p><small>The Company's e-mail address of the Contractor/Excavator.</small></p>

**Permit** 3

<p><b>*Permit Type</b></p> <input type="text" value="-- Select Permit Type --"/> <p><small>Select the type of permit you are requesting.</small></p>	<p><b>*Request Justification</b></p> <input type="text" value="Request Justification"/> <p><small>Please justify why this permit is being requested.</small></p>
<p><b>*Start Date</b></p> <input type="text" value="Permit Start Date"/> <input type="button" value="📅"/> <p><small>The first day the permit should be valid for.</small></p>	<p><b>Estimated Completion Date</b></p> <input type="text" value="Estimated Completion Date"/> <input type="button" value="📅"/> <p><small>The last day the permit should be valid for.</small></p>
<p><b>Work Order Number</b></p> <input type="text" value="Work Order Number"/>	<p><b>JON</b></p> <input type="text" value="JON"/>
<p><b>Contract PCN</b></p> <input type="text" value="Contract PCN"/>	

[Submit Request](#)4

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**Figure 2 – Submitting a New Excavation Permit Request**

1. Input submitter information. All field apposed with an asterisk are mandatory.
2. Input Contractor/Excavator information.  
**IMPORTANT:** If the Contractor/Excavator is the same as the submitter, click on ‘Copy Submitter Information’ control to auto-populate the fields.
3. Input Permit Information. All field apposed with an asterisk are mandatory.
  - Click on ‘Submit Request’ to submit your excavation permit request. - **After successfully submitting a form the application will display a notification indicating submittal.**

4.

## 5.0 SEARCHING FOR AN EXCAVATION PERMIT STATUS

By entering an existing permit number in the control located toward the top right of the screen (See Figure 1 #2) and clicking ‘Search’, the application displays the corresponding permit status.

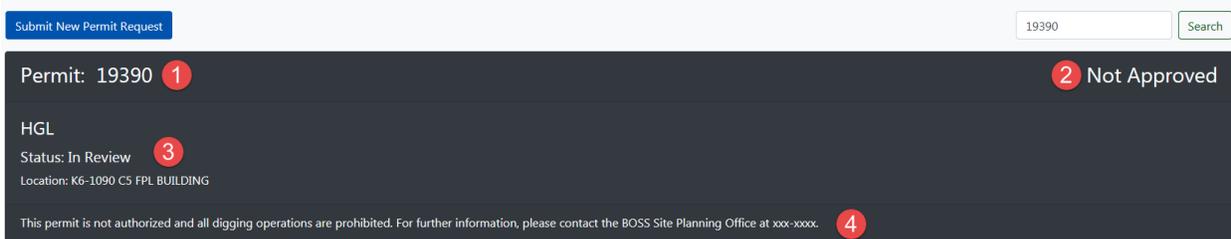


Figure 3 – Not approved permit information screen



Figure 4 – Approved permit information screen

1. Permit number
2. Approval status
3. Permit information
4. Operational status

## 6.0 ACRONYMS

**KIAC** – Kennedy Infrastructure, Applications and Communications.

**KSC** – Kennedy Space Center.