

UTILITY COORDINATION PERMITTING

STRAVIK Construction Group · Controlled Document

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STV-OPS-PRO-012	00 (Initial Issue)	2026-10-24	[VICE PRESIDENT / OPERATIONS]	Issued for review / pending approval

Management system alignment: This document is aligned with ISO 9001:2015, ISO 14001:2015 and ISO 45001:2018 requirements as applicable. STRAVIK Construction Group does not claim third-party certification to these standards. Florida Certified General Contractor License No. [FL LICENSE NO.].

REVISION HISTORY

Rev.	Date	Description of Change	Prepared By	Approved By
00	2026-10-24	Initial issue for STRAVIK Construction Group	[PREPARED BY]	Michael Gaya, President

1. PURPOSE

To establish a structured process for coordinating, applying, tracking, and controlling all utility-related activities and permits across STRAVIK Construction Group projects. This ensures all work near or involving public utilities is performed safely, legally, and in compliance with the governing authorities and utility owners.

2. SCOPE

This procedure applies to all STRAVIK projects where the scope includes:

- Underground utility installation or modification (stormwater, sewer, water, electrical, telecom, gas).
- Utility tie-ins, relocations, or crossings.
- Temporary construction utilities (power, water, internet).
- Excavation, trenching, or directional boring near active utilities.
- Work within public right-of-way requiring city, county, or DOT permits.

3. REFERENCES

- STV-OPS-PLN-001: Project Execution Plan
- STV-HSE-MAN-001: Safety Procedures for Excavation and Underground Work
- STV-QMS-REG-012: Turnover / Handover Dossiers
- FDOT Utility Accommodation Manual
- OSHA 1926 Subpart P: Excavations
- NFPA 70 / NEC: Electrical Standards
- Local Authority Utility Permit Requirements (City / County / FPL / Comcast / AT&T)

4. RESPONSIBILITIES

Role Responsibility

Ensures all required utility coordination and Project Manager permits are obtained before work begins.

Manages communication with utility companies, Utility Coordinator / Site Engineer prepares permit applications, and maintains utility drawings.

Verifies safety and excavation requirements; HSE Manager reviews Dig Safe / 811 clearances.

Confirms inspection requirements and approval QA/QC Manager documentation from authorities.

Archives permits, correspondence, and Document Controller inspection records in the QMS system.

Submit shop drawings, as-builts, and coordinate Subcontractors work schedules with other trades.

5. UTILITY COORDINATION PROCEDURE

1. Pre-Construction Utility Review

- Collect and review existing utility drawings, as-built records, and GIS data.
- Identify conflicts, clearances, and relocation requirements.
- Notify utility owners and request mark-outs or field verification.

2. Utility Coordination Meetings

- Held weekly during utility phase.
- Attended by Project Engineer, Utility Companies, and Subcontractors.
- Maintain Utility Coordination Meeting Minutes (Form STV-OPF12A).

3. Permit Application Process

- Prepare and submit all required applications to local authorities (water, sewer, storm, power, telecom).
- Track permit numbers, issue dates, and expiration dates in the Utility Permit Log (STV-OP-F12B).
- Display permits visibly on-site.

4. Excavation / Field Work Control

- Obtain 811 Clearance / Dig Safe ticket before excavation.
- Conduct Pre-Excavation Safety Meeting and document it.
- Maintain updated utility maps on-site at all times.

5. Inspection & Approval

- Coordinate required inspections with authority representatives.
- Capture test results (pressure tests, mandrel tests, CCTV inspections).
- File approval letters and sign-offs in the project QA/QC folder.

6. As-Built and Handover

- Prepare accurate as-built utility drawings reflecting final locations, depths, and tie-in points.
- Submit all inspection reports, permits, and approvals in the Turnover Dossier (STV-QMS-REG-012).

7. UTILITY PERMIT LOG TEMPLATE

See form STV-OP-F12A_Utility_Coordination_Permitting

8. UTILITY COORDINATION MEETING MINUTES

See form STV-OP-F12A_Utility_Coordination_Permitting

9. INSPECTION & APPROVAL RECORD

See form STV-OP-F12A_Utility_Coordination_Permitting

9. DOCUMENT CONTROL & RECORD RETENTION

Record Type	Form Code	Retention Period	Custodian
Permit Applications	STV-OP-F12B	10 years	Utility Coordinator
Inspection Reports	STV-OP-F12C	10 years	QA/QC
Meeting Minutes	STV-OP-F12A	10 years	Project Engineer
Record Type	Form Code	Retention Period	Custodian
As-Built Utility Drawings	STV-QMS-REG-012	10 years	Document Controller

APPROVAL

Role	Name	Title	Signature	Date
Prepared By	[PREPARED BY]	[TITLE]		
Reviewed By	[QUALITY / HSE MANAGER]	[TITLE]		
Approved By	Michael Gaya	President		

This document is reviewed at least annually, or upon significant organizational, legal or operational change, and re-issued under document control per STV-GOV-POL-011.