



MAGNUM CONSTRUCTION SERVICES INC.

UTILITY COORDINATION AND PERMITTING DOCUMENTS

Document Code: MCS-OP-F12 | **Revision:** 1.0 | **Effective Date:** October 31, 2025

1. PURPOSE

To establish a structured process for coordinating, applying, tracking, and controlling all utility-related activities and permits across **Magnum Construction Services Inc.** 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 **Magnum** 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.
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3. REFERENCES

- **MCS-OP-F01:** Project Execution Plan
 - **MCS-HSE-Manual:** Safety Procedures for Excavation and Underground Work
 - **MCS-QM-F12:** 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)**
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4. RESPONSIBILITIES

Role	Responsibility
Project Manager	Ensures all required utility coordination and permits are obtained before work begins.
Utility Coordinator / Site Engineer	Manages communication with utility companies, prepares permit applications, and maintains utility drawings.
HSE Manager	Verifies safety and excavation requirements; reviews Dig Safe / 811 clearances.
QA/QC Manager	Confirms inspection requirements and approval documentation from authorities.
Document Controller	Archives permits, correspondence, and inspection records in the QMS system.
Subcontractors	Submit shop drawings, as-builts, and coordinate 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 MCS-OP-F12A)**.
- 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 (MCS-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 (MCS-QM-F12)**.

7. UTILITY PERMIT LOG TEMPLATE

See form MCS-OP-F12A_Utility_Coordination_Permitting

8. UTILITY COORDINATION MEETING MINUTES

See form MCS-OP-F12A_Utility_Coordination_Permitting

9. INSPECTION & APPROVAL RECORD

See form MCS-OP-F12A_Utility_Coordination_Permitting

9. DOCUMENT CONTROL & RECORD RETENTION

Record Type	Form Code	Retention Period	Custodian
Permit Applications	MCS-OP-F12B	10 years	Utility Coordinator
Inspection Reports	MCS-OP-F12C	10 years	QA/QC
Meeting Minutes	MCS-OP-F12A	10 years	Project Engineer



Record Type	Form Code	Retention Period	Custodian
As-Built Utility Drawings	MCS-QM-F12	10 years	Document Controller

10. APPROVALS

Reviewer	Department	Signature / Date	Comments
Project Manager	Operations		
Utility Coordinator	Engineering		
QA/QC Manager	Quality		
HSE Manager	Safety		
Executive Director	Corporate		
Client / Consultant	External		

11. RECORD RETENTION

All utility coordination and permitting documents shall be retained for **10 years** after project completion and stored within the **Magnum Construction QMS (ERP / SharePoint)** under restricted access.