

RESIDENT DIGGING PERMIT (PART 2)



Television Dish Installation Resident Procedure

Fort Drum Mountain Community Homes understands that many options are available when it comes to your television service selection. Networks that require a dish may be one of them. If you choose to use a dish as your choice of service the following will be used as an outline to help you streamline the process.

A Dish cannot be attached to the house, or fence; second story homes are not eligible to install dishes. As a result the dish will need to be installed by the network of your choosing on a pole inside your fenced in area. Permit approvers have 10 days to approve a dig permit, and no work should commence before all approvals are in.

Fort Drum requires proper verification to ensure that any utilities located underground are not compromised and cause an interruption in service and/or possible danger. Please complete ALL of the following steps to obtain proper approval and marking of your post installation site to ensure safe and timely set up.

STEPS:

1. While at the community center, call in a work order (315.955.6650) for a technician to go out and check your yard for line of sight to the satellite. **DO NOT PROCEED** with Step 2 until you have received a call from the dispatch center telling you it is approved. Not everyone has a clean line of sight to the satellite due to trees or buildings being in the way. If a clean line of sight can't be established from within your yard the request will be denied.
2. Call Dig Safely New York 811 or 1-800-962-7962 to request dig authorization and verification/markings of underground cable and phone services. *You may be told the contractor doing the work should be calling in, but let them know due to the process on Fort Drum you wish to be the one to put the permit in. (Verification of marking and or clearance will be emailed or faxed to the requestor, a copy of which must return to Community Center)
 - a. Write the number they give below which will be your Contract/Work Order number.
Contract/Work Order # _____
 - b. Inform Dig Safely NY that the site will be marked with white flags and or white paint which will be done by Mountain Community Homes.
3. Submit your Fort Drum Excavation Permit online by the step by step instructions for the Web Excavation Permit System (WEPS) are on the back of this form. Using your CAC log onto a computer with NIPRNET. Your unit should have computers with NIPRNET access. Additional instructions are available at your community center.
4. Within 10 business days, WEPS will generate multiple emails. The last email will provide the approval and an attachment of the permit. Print the permit. If you are unable to print, email the permit to your community center at the email listed above. An approved copy of the excavation permit must be dropped off or emailed to the Community Center.
5. Contact preferred satellite vendor for installation.

For any assistance contact your community center.



WEPS SYSTEM INSTRUCTIONS

Using a Fort Drum NIPRNET computer enter <https://mapsrus.drum.army.mil/> into the browser address window (NOT the search window). When the portal window opens select the button in the middle of the screen labeled WEPS.

From the WEPS entry screen select 'Request New Permit' from the menu bar at the upper left corner of the window.

When system prompts 'Permit Type' select '**SATELLITE DISH**' from the drop down menu.

TO ENTER DATA FOR SATELLITE DISH INSTALLATION:

1. Project Name is "Satellite Dish."
2. Select a start date that is, at a minimum, 10 business days out.
3. End date can match the start date.
4. Depth of excavation is 4 feet.
5. Location: Provide building number/unit and street. All satellite dishes are located within the unit's fenced area.
6. Agree with the terms.
7. UFPO ticket number: Enter ticket number given by the DIG SAFELY NEW YORK. No permits can be requested without a valid ticket number.
8. Select NEXT.
9. Requestor info: Fill in the boxes marked with an *. Double check email address, this must be correct or you will not receive your approved permit.
10. Excavator info: Select 'Same as Requestor' unless the actual details are known.
11. Select NEXT.
12. On the map screen use the zoom tool and select the house. Use the 'Drawing Tool' box to open the tool menu. Select the 'Draw a Circle' tool. Single LEFT click the center of the fenced backyard and drag the circle to cover the yard. Single LEFT click to finish the circle.
13. Select NEXT.
14. Review the information on the screen and select 'Submit Request' at the bottom of the screen if the data is entered correctly. If some of the data is wrong use the back button and reenter the information. Certain information, including the Dig Safely ticket number and mapped location will be lost when backing through the screen. Please re-enter the required information before submitting the permit request.
15. Write down the permit I.D# _____

*Several emails will be sent to the requestors email account notifying of the status and lastly of the approval or disapproval. The last email will attach a copy of the permit for your distribution. Refer to steps #3 and #4 for completion.