



Fill out all information completely. Retain a copy for your records.

Email this completed form to: YourOwnUtilities@Talgov.com or fax it to 850-891-0901.

- To ensure proper handling of your service request, a minimum of one-week notice is required to the City of Tallahassee Utilities prior to fieldwork.
- Payments must be received a minimum of 72 hours in advance for scheduling.
- Fill out a separate request for each service address.
- There is a service fee of \$283.16 per request.
- Service fee can be paid by the property owner or by business performing the service via check or credit card payment.
- Line Markers will be removed 48 hours after installation.

Property Owner Information

Property owner name

Utility account holder name (if different from property owner)

Best daytime phone number (owner)

Service address

Property owner email address

Requested service date

Authorized Contractor Information

Authorized contractor name

Authorized contractor address

Authorized contractor phone number

Authorized contractor email address

There is a service fee of **\$283.16 per request**. Please send the Service Fee invoice to:

Property owner Authorized contractor

This form will be processed by Customer Operations and a DigiTally ticket created for the service address. The Service Fee invoice will be emailed to the requestor by engineering personnel when a DigiTally ticket is assigned.

Signature for Payment Authorization

Signature Date

City of Tallahassee Utilities administrative use only

Date service request is received

City of Tallahassee Staff Name