

1. An approved Excavation Permit is required to excavate on Airport lands.
2. An application for an Excavation Permit can only be applied for once a Utility Locate has been done to the work site. A **colour** copy of the completed Locate Report must be attached to the Excavation Permit application or it will not be processed.
3. Forms are found online; [www.yyc.com](http://www.yyc.com). Click on the “Business at YYC” tab and click on “Forms and Applications”
4. Complete the Excavation Permit Request Application and submit at least two business days prior to scheduled work. Planning & Engineering may be contacted by one of the following methods:
  - [permits@yyc.com](mailto:permits@yyc.com)
  - drop off at Planning & Engineering reception located on Mezzanine Level, Airport Terminal Building.
5. All completed request forms must have a location plan attached and must identify the Calgary Airport Authority Project Manager or Airport Authority contact name.
6. Upon approval, the Permit will be returned to the contractor via email.
7. Permits are valid for a one-week period unless otherwise permitted.
8. **Hydro vacuuming is required to expose all utilities prior to construction work proceeding. All work areas must be clearly identified by means of flags, stakes or other highly visible markings. Any hole or open excavation must be protected by means of fence or barrier to prevent vehicles from damage and pedestrians from injury. Safety plans may be included with application for Airport Authority Safety Department approval. The use of International Orange plastic safety/snow fence encourages an adequate means of warning.**

### **AIRSIDE EXCAVATION – SPECIFIC PROCEDURES**

1. The contractor agrees to accompany a Calgary Airport Authority airfield electrician to discuss operational aspects of construction work.
2. The contractor must comply with all instructions from the Calgary Airport Authority’s airfield electrician.
3. Hydro vacuuming is required to expose all utilities prior to construction work proceeding.

# EXCAVATION PERMIT APPLICATION

For Office Use Only  
**Permit #**

**Utility Locate Permit #**

<b>Date:</b> _____	Original Request: <input type="checkbox"/>
	Revised Request: <input type="checkbox"/>
<b>Send Request To:</b> <u>Planning &amp; Engineering</u>	<b>Email:</b> <a href="mailto:permits@yyc.com">permits@yyc.com</a>
<b>Project Name:</b> _____	<b>Project Number:</b> _____
<b>Calgary Airport Authority Contact:</b> _____	<b>CIP Number:</b> _____

**Company Requesting Excavation:** \_\_\_\_\_

Contact Name: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Cell: \_\_\_\_\_

**Sub-trade Performing Work:** \_\_\_\_\_

Contact Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Cell: \_\_\_\_\_

**Scope of Work to be Completed:**

\_\_\_\_\_

<b>Excavation for:</b> <input type="checkbox"/> Airside <input type="checkbox"/> Groundside	<b>Maximum Depth of Excavation:</b> _____
<b>Security Escort Required:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, submit Security Escort Form (see YYC.com) Request Submitted <input type="checkbox"/>
<b>Requested Date of Excavation:</b> <i>Maximum 1 week</i>	Start: _____ End: _____
<b>Requested Time of Excavation:</b> <i>24 hour clock MUST be used</i>	Start Time: _____ End Time: _____

**A colour copy of the Locate Report must be submitted with this application or it will not be processed.**