

1. An approved Utility Locate Permit is required to locate utilities prior to excavation.
2. Forms are found online; [www.yyc.com](http://www.yyc.com). Click on the "Business at YYC" tab and click on "Forms and Applications"
3. Complete the Utility Locate Permit 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.
4. All completed request forms must have a location plan attached and must identify the Calgary Airport Authority Project Manager or Airport Authority contact name.
5. Upon Approval, the Permit will be returned to the contractor via email.
6. A copy of the approved permit will be sent to Fuji Pipelocators to confirm Calgary Airport Authority Approval for work to commence.
7. The contractor is responsible for contacting and scheduling with the Calgary Airport Authority's approved locating firm. Payment for this service will be made directly by the Calgary Airport Authority.

Fuji Pipelocators Ltd. (403) 277-3300  
Please quote Contract P2013-3207 and your Permit number

If the contractor is working for a company other than the Calgary Airport Authority, Fuji Pipelocators will invoice the contractor directly.

**No work will be performed without proof of an approved permit.**

8. Permits are valid for a two-week period unless otherwise permitted.
9. **Hydro vacuuming is required to expose all utilities prior to construction work proceeding.**
10. An application for an Excavation Permit can only be applied for once the locate report has been received.

### **AIRSIDE LOCATES – 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 **The airfield electrician will only locate the airfield lighting.** NavCanada cables, telecommunications, fuel, gas, water, storm, and sanitary lines, must be located by Calgary Airport Authority's approved locator.
3. Hydro vacuuming is required to expose all utilities prior to construction work proceeding.

# UTILITY LOCATE PERMIT APPLICATION

For Office Use Only  
**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> _____

The Calgary Airport Authority has engaged the following company to perform utility locates at the airport:

**Fuji Pipelocators Ltd. - 403-277-3300.**  
Please quote Contract P2013-3207 and your Permit Number

**If the contractor is working for a company other than the Calgary Airport Authority, Fuji Pipelocators Ltd. will invoice the contractor directly.**

<b>Company Requesting Locate:</b> _____			
Billing Address (if required): _____			
Contact Name: _____			
Email: _____			
Phone: _____			
Cell: _____			
<b>Scope of Work to be Completed:</b>			
<table style="width: 100%; border: none;"> <tr> <td style="width: 40%;"><b>Security Escort Required:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No</td> <td style="width: 60%;">If yes, submit Security Escort Form (see YYC.com) Request Submitted <input type="checkbox"/></td> </tr> </table>		<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>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 Locate:</b> Start: _____ End: _____			
<b>Requested Time of Locate:</b> Start Time: _____ End Time: _____ <i>24 hour clock MUST be used</i>			

*Locate Reports are valid for a period of one (1) month.*