

BUILDING SERVICES SHUTDOWN PROCEDURES

1. An approved YYC Building Services Shutdown permit is required prior to any work.
2. Forms are found online; www.yyc.com. Click on the “Business at YYC” tab and click on “Forms and Applications”.
3. Complete the Building Services Shutdown Permit Application and submit at least five (5) business days prior to request start date (cut off 12:00pm). Send Building Services Shutdown Permit to Planning & Engineering by the following methods:
 - Email at: permits@yyc.com
 - Submit online application.
4. Permits are valid only for the date and times requested for a maximum of 1 month.
5. All completed request forms must have a site location map attached and must identify the Calgary Airport Authority Project Manager or Development Coordinator under the field: Airport Authority Contact.
6. The applicant is responsible for contacting, scheduling and coordination of work through the Calgary Airport Authority contact person.
7. If the contractor is substituting another contractor to complete the work, their company name, contact person and contact number must show on the permit application.
8. The permit approval package will be returned to the contractor and subcontractors mentioned on the application via email along with any attached ‘approvers’ comments or directives.
9. All emailed approval responses by the approvers must be adhered to by the applicant or a follow up change request is required.
10. **No work may commence until an approved permit number is received by our office. Proof of an approved permit may be required at any time.**