

CORING PERMIT REQUEST PROCEDURES

1. An approved YYC Coring Permit is required prior to any coring or pilot holes.
 2. Forms are found online; www.yyc.com. Click on the “Business at YYC” tab and click on “Forms and Applications”.
 3. All completed request forms must include a copy of the site location map, detailed drawing of each coring spot, and a copy of the GPR scan and must identify the Calgary Airport Authority Project Manager or Development Coordinator under the field: Airport Authority Contact requesting the work and submitted ten (10) business days prior to coring request start date (cutoff 12:00pm).
 4. Permits are valid only for the date and times requested for a maximum of 48 hours.
 5. All coring permit applications must include a copy of the GPR scan regardless of the scope of work.
 6. The Calgary Airport Authority’s preferred scanning and coring company is Champion Concrete. The applicant is responsible for contacting, scheduling and payment of work through Champion Concrete Cutting. Please contact them directly at (403) 277-2233 or email: info@championconcrete.com.
 7. Structural engineering consulting by Read Jones Christoffersen (RJC) is required to verify that the penetration(s) will not affect the structural integrity of the element or structure prior to coring. The applicant is responsible for contacting, scheduling and payment of site reviews with Read Jones Christoffersen (RJC). Please contact Kevin Vogt with RJC at (403) 283-5073 or email: kvogt@rjc.ca.
 8. The permit approval package will be returned to the contractor via email with comments. All emailed comments and recommendations must be adhered to. Any changes to the coring spot locations must be followed.
 9. If coring is in the International Terminal Building (ITB), screenshots of the technical analysis of the core spots will be attached. If original core spots show conflict, revised options may be provided.
- No coring will be performed without proof of an approved permit.**
10. If the contractor is working for a tenant of the Calgary Airport Authority, Champion Concrete and Read Jones Christoffersen (RJC) will invoice the contractor directly.
 11. A separate YYC Coring Permit Application is required for each coring location.