

1. An approved Directional Drilling Permit is required prior to any directional drilling on Airport lands.
2. A valid Excavation Permit application must be in place prior to submitting a directional drilling permit. Please see the requirements for excavation permits.
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 Directional Drilling Permit application and submit at least (5) five business days prior to requested start date (cutoff 12:00pm).
5. All Directional Drilling Permits must include: 1.) A copy of the site location map and 2.) Color copies of all required utility locate reports dated not longer than 2 weeks prior to requested directional drilling start date 3.) Excavation permit application and/or approved excavation permit number. 4.) Cross-sections and profile drawings. 5.) Pre-directional drilling meeting with the Project Manager/Development Coordinator must be arranged prior to start.
6. Directional Drilling Permits are valid for dates on the application to a maximum of one-month period.
7. Approved Directional Drilling Permits may be extended minimum (2) two business days prior to its end date. Email extension requests to [permits@yyc.com](mailto:permits@yyc.com) with your approved permit number and extension date request; no longer than 1 month.
8. Once a Directional Permit has lapsed, it may not be extended; no exceptions.
9. Issued approved Directional Drilling Permits will be emailed to email addresses provided on the application only.
10. Hydro vacuuming may be required to expose all utilities prior to construction work proceeding and to be paid for by the contractor or tenant.
11. Any groundside excavated pits be protected by means of fence or barrier to prevent vehicles from damage and pedestrians from injury. The use of International Orange plastic safety/snow fence encourages an adequate means of warning.
12. **In the event there is damage to assets, please immediately contact the Project Manager/Development Coordinator and the Duty Manager at (403) 735-1300.**

**AIRSIDE DIRECTIONAL DRILLING – 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. Airside open excavated pits must be clearly marked with low profile barriers. Talk to Airside Compliance for approved methods.