Construction & Installation Permit (CIP) Application

Migrating our Construction and Installation Project Authorization (CIPA) to SharePoint

As part of our ongoing strategy to modernize and leverage existing platforms, Development Services is enhancing its Construction and Installation Project Management lifecycle through a Microsoft-based digital solution, SharePoint.

The current CIP tool and Application has supported us for nearly 30 years. However, its capabilities are becoming increasingly limited as technology continues to evolve. To ensure we are able to efficiently support CIP for years to come, we are taking proactive steps to future-proof our systems.

This exciting upgrade enables YYC Crew and External Partners to use an existing widely used platform, while taking our CIP capabilities to the next level.

The new SharePoint tool will increase project visibility for our Partners through an individualized dashboard listing all the individuals CIP Application requests, project status, and streamline communication with the Development Coordinator on the file.

Access project documentation and review status, from any device, wherever you are.

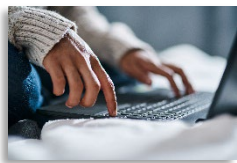|	
WHAT DO YOU NEED TO KNOW?	Beginning the week of September 15, 2025, the online Construction and Installation Permit (CIP) application will be moving from Logiforms to SharePoint. In addition to the new look and feel, the CIP will be getting a name update to Construction and Installation Project Authorization (CIPA). The existing CIP process including intake, fee and review will remain the same however there will be a new look and feel to the application. Once the new CIP SharePoint tool is live, coordination of existing applications and ongoing/live projects will remain through the Development Coordinator with no changes. Net new projects will be submitted through the new CIP SharePoint tool. External partners will be required to fill out a one-time registration for access to the online SharePoint Construction and Installation tool to view and submit CIP applications. This registration is required prior to submitting net new applications after the SharePoint solution is live.
WHAT DO YOU NEED TO DO?	We appreciate your patience as we work through this transition, both internally and with our partners.

Your feedback is invaluable—if you have any suggestions or ideas on how the tool can better support your needs, please don't hesitate to reach out. All input will be thoughtfully considered.

WHAT TO EXPECT NEXT	• Training sessions will be available to review the new features and learn more about the SharePoint CIP tool to ensure seamless integration and minimize disruption. • Correspondence will be sent with links and training how-to documentation. These will also be accessible from the YYC CIP webpage. • Stay tuned for announcements and project updates! In the meantime, the YYC CIP Project Team will be available to assist in the transition to the new CIP SharePoint tool.

Thank you for your support. Please don't hesitate to reach out to the Marina Bouchie at marinab@yyc.com with any questions or concerns.