

EXCAVATION PERMIT REQUEST PROCEDURES

1. An approved Utility Locate Permit and Excavation Permit is required prior to any ground disturbance on Airport lands. (Please check Part 32 of Alberta Occupational Health and Safety Code).
2. Forms are found online; www.yyc.com. Click on the “Business at YYC” tab and click on “Forms and Applications”.
3. Complete the Excavation Permit application and submit at least 5 business days prior to requested start date.
4. All Excavation 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 excavation start date.
5. Excavation Permits are valid for a maximum of one-month period.
6. Approved Excavation Permits may be extended minimum 2 business days prior to expiry (excavation end date). Email extension requests to permits@yyc.com with your approved permit number and date (not longer than 1 month) that you would like to extend the permit.
7. Once an Excavation Permit has lapsed (end date has passed) it may not be extended; no exceptions.
8. Issued approved excavation permits will be emailed to any email addresses provided on the application only.
9. Hydro vacuuming may be required to expose all utilities prior to construction work proceeding.
10. Any open excavation must 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.
11. **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 EXCAVATION – 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.