

HOT WORK PERMIT PROCEDURES

1. An approved YYC Hot Work Permit is required when any cutting, grinding, welding, or soldering work is being done. As well, any work that creates a dust cloud which can set off the sensitive smoke detectors.
2. Forms are found online; www.yyc.com. Click on the “Business at YYC” tab and click on “Forms and Applications”.
3. Complete the Hot Work Permit Application and submit at least five (5) business days prior to request start date (cutoff 12:00pm). Send the Hot Work 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.**

AIRSIDE – HOT WORK – SPECIFIC PROCEDURES

1. Print a copy of the Airside Hot Work Precaution Checklist and have it on-site with you along with the Project Manager/Business Owner/Development Coordinator for Pro-Tech to review prior to start of any Hot Work.