

## AIRFIELD SHUTDOWN PERMIT APPLICATION PROCEDURES

1. An approved Airfield Shutdown Permit is required prior to work on any Apron or Airfield resource such as:
  - Runways
  - Taxiways
  - Aprons
  - Gates
  - Vehicle Service Roads
  - Deice Pads
2. The permit application must be completed and submitted online **by 1200 (noon) Wednesday for the following week.**
3. Permits are valid only for the day(s) and time(s) requested and for a maximum of one (1) month.
4. All applications must have:
  - a Calgary Airport Authority Project Manager, Development Coordinator or Contact identified
  - a map or drawing of the impacted location
5. The applicant is responsible for contacting, scheduling and coordinating the work through the Authority contact person
6. The permit approval is returned via email to any contact listed on the application form; **this approval may include comments or directives from the Authority that must be adhered to.**
7. Any changes or revisions to the original request must be submitted for approval through your Authority contact person
8. **No work may begin until an approved permit number is received. Proof of an approved permit may be required to be presented at any time and must be available (hard copy or electronically).**