

EXCAVATION AND DIRECTIONAL DRILLING PERMIT APPLICATION PROCEDURES

1. An approved Utility Locate Permit and Excavation & Directional Drilling Permit are required prior to any ground disturbance on Airport Lands (Check Part 32 of Alberta Occupational Health and Safety Code for more information).
2. Complete the permit application and submit it online at least five (5) business days prior to the requested start date.
3. Permits are valid only for the day(s) and time(s) requested and for a maximum of one (1) month.
4. All excavation applications must have:
 - a site location map
 - color copies of all required utility locate reports **dated not longer than 2 weeks prior** to the requested excavation start date
5. In addition to both items in point 5, directional drillings applications must have:
 - hydrovac data survey drawings of all utility cross-sections
 - drill profile drawing (must be to scale)
6. Approved excavation and directional drilling permits may be extended if the request is made five (5) business days prior to the end date. Email extension requests to operations@yyc.com and ensure the permit number and the new requested end date are included. Extension request can be no longer than one (1) month.
7. Expired excavation and directional drilling permits may not be extended; no exceptions. A new application is required.
8. The permit approval is returned via email to any contact listed in the application; **this approval may include comments or directives from the Authority that must be adhered to.**
9. Any changes or revisions to the original request must be submitted for approval.
10. Hydro vacuuming may be required to expose all utilities prior to construction work proceeding; this may need to be paid for by the contractor or tenant.
11. Any open excavation pits 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 is adequate.
12. If any asset damage occurs, immediately contact the Project Manager/Development Coordinator and the Integrated Operations Centre at 403-735-1300.
13. **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).**

Airside Specific Procedures

1. The contractor agrees to accompany a Calgary Airport Authority (the Authority) airfield electrician to discuss operational aspects of construction work.
2. The contractor must comply with the directives from the Authority electrician.
3. Airside open excavation pits must be clearly marked with low profile barriers; Airside Compliance can provide approved methods.

