

HOT WORKS & DUST PERMIT APPLICATION PROCEDURES

1. An approved Hot Works & Dust Permit is required when any of the following work is being done on Airport property including the Marriott Hotel:
 - cutting
 - welding
 - grinding
 - soldering
 - any work creating a dust cloud that can activate sensitive smoke detectors
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 applications must have:
 - a site location map
 - a Calgary Airport Authority Project Manager or Development Coordinator identified under the field: Calgary Airport Authority Contact
 - the company name, contact person and contact number for any sub-contractor involved in completing the work
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 included 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.
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).**

Airside Specific Procedures

1. The contractor must contact the Integrated Operations Centre at 403-735-1300 upon arrival on-site and request Pro-Tec Fire Services to conduct the "Pre-Hot Work Assessment" PRIOR to beginning their scheduled work.

Safety

The Calgary Airport Authority Hot Works & Dust Permit request and approval is an authorization to work in the requested spaces in the building on the specified date/time and to have the appropriate systems disabled to allow for the work. Contractors are required to follow their own hot work permit process and ensure that permits are available at the work area. Hot work permit processes must be aligned with applicable federal and/or provincial regulations. A fire watch must be assigned to the area and should remain in place 1 hour after hot work is completed to ensure that hot embers do not ignite. A fire extinguisher that matches the class of hazards present at the site is required to be in place.