

MARRIOTT HOTEL HOT WORK PERMIT PROCEDURES

1. An approved Marriott Hotel 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.
6. The applicant is responsible for contacting, scheduling and coordination of work through the Marriott Hotel.
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.**