

## UTILITY LOCATE PERMIT REQUEST PROCEDURES

1. An approved Utility Locate Permit is required to locate utilities prior to an application for an Excavation Permit.
2. All forms are found online; [www.yyc.com](http://www.yyc.com) → Business at YYC → Forms and Applications. Complete the Utility Locate Permit Application and submit at least two (2) business days prior to scheduled work (cutoff 12:00pm).
3. The contractor is responsible for contacting and scheduling with Tierra Geomatic Services Inc. by calling them at 587-987-0566 or emailing them at [alberta@tierra-geomatic.com](mailto:alberta@tierra-geomatic.com) and provide the approved utility permit number.
4. The copies of the IFC Drawings must be submitted along with the Utility Locate Permit Application form or it will not be processed.
5. If ENMAX lines are present in the area, you will be required to have Alberta On-Call locate them as well. Alberta One-Call ENMAX line locate appointments can be made by calling 1-800-242-3447 or online: <http://albertaonecall.com/submit-a-locate-request/>. (Contact your Project Manager/Development Coordinator for more information).
6. If this work is on the new East airfield, a quality assurance utility locate must also be done by Fuji Pipelocators Ltd. will be required as well. Fuji Pipelocators appointments can be made by calling 403-277-3300 (or toll free at 1-866-614-3300) and provide the approved utility locate permit number.
7. An approved permit number will be emailed to email addresses provided only.
8. All approved utility locate permits may be used for as many utility locates under the project as required as long as the scope or location has not changed.
9. Hydro vacuuming may be required to expose all utilities prior to construction work proceeding.
10. **No ground disturbance can be performed without proof of an approved utility locate and excavation permits.**

### AIRSIDE LOCATES – SPECIFIC PROCEDURES

1. An airfield electrician will accompany the utility locator to open any electrical duct banks.
2. An airfield coordinator will accompany the utility locator to open any mechanical duct banks or manholes.