

ENGINEERING SERVICES

Permit Request

Permit Request is required three (3) business days prior to commencement

Application Date: _____ **Proposed Duration:** _____ **Date:** _____ **to** _____

(Time i.e. 1 day, 7:00 a.m. to 7:00 p.m.)

Excavation Barricade Alignment Driveway Crossing Storm Other
_____ Dev. # _____ Lot Grading # _____ Approved Drawings

Applicant's Information (Please Print):

Name: _____ **Phone (Daytime):** _____ **Phone (Cell):** _____

Fax: _____ **Business Licence #:** _____

Mailing Address: _____ **City:** _____

Postal Code: _____ **Contact Person:** _____ **Email Address:** _____

The work being done is on behalf of, and will be owned and operated by, one of the following utilities:

ATCO Gas ATCO Electric Aquatera Telus Eastlink City of Grande Prairie

Other: _____ Project Name: _____

Description of Property:

Owner(s): _____ **Contact Information:** _____

Address/Location/Type of Installation (Details):

Structures Disrupted: Pavement Concrete Gravel Seeded Area Buried Utility Undeveloped

Barricade Details: Lane Closure Intersection Sidewalk/Trail Boulevard Adjacent to Roadway

Direction of Traffic Disrupted: NB SB WB EB Detour

Permit Request Requirements:

- If a drawing has not been provided with another permit, please attach drawing:** Include roadway location and names with approximate street address and location of the work. If possible, show approximate dimensions to curb or other identifiable features.
- Traffic Accommodation Plans (TAS)** are required when work obstructs, or in any way encroaches upon, a sidewalk or roadway. Please ensure the TAS shows the work zone, locations of signs, types of signs and roadway names. The work zone is the area required to do the work. Locations of signs must be in detail showing spacing and specific locations. Types of signs can be described using full name or sign code.

Traffic Accommodation Plans must comply with the Province of Alberta "Traffic Accommodation in Work Zones" manual (2008). Manual can be found at: www.transportation.alberta.ca/3815.htm

- Driveway Crossing Requests:** Residential applicants must provide a copy of their Real Property Report, draw on related information (new driveway, driveway widening, etc.) and attach it to the application. Commercial and industrial applicants must include a drawing showing related information, including: widths, cross section details, tie-in elevations, driveway grades, layout and proximity to existing driveways, intersections and/or other surface hardware. Layout must show offset to property line and specifically where the driveway intersects the existing roadway. Other surface hardware means street lights, power pedestals, fire hydrants, water valves, sewer cleanouts, etc. **All commercial and industrial driveways are to include three metre wide reinforced concrete aprons. For more information please contact Engineering Services. Plans that do not show enough information will be rejected.**

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For Office Use Only:

PERMIT NO. _____

4. **Storm Service Requests:** The applicant is aware of the City's requirements for Standard Specifications for Construction of Local Municipal Improvements and Drainage Bylaw Design.

No work is to begin without the appropriate Engineering Services approved permit requests.

Prior to work commencing, the Applicant will check with all utility companies to ensure that the Applicants' work will not interfere with, or damage any, utility lines or other structures. **The Applicant is aware of relevant provisions of the City's bylaws and requirements that associate with the requested permit(s).** The City may inspect the Applicant's work at any time and designate corrections. If the Applicant fails to comply with any of the City's requirements, the City may do necessary corrective work and charge the cost to the Applicant. The Applicant indemnifies the City against any claims, actions, damages, losses and expenses of any kind that may be made or brought against the City or that the City may suffer or incur in the course, or as a result, of the Applicant, its sub-contractors or agents carrying out the Applicant's work.

A two year warranty will apply to the restoration work. A letter of credit or cheque for the value of the work may be required in advance and will be reduced to 50% upon satisfactory completion of the work. The remaining 50% will be held until the end of the warranty period. An inspection request form must be submitted to Engineering Services upon completion of the work.

Certificate of Insurance confirming a minimum of \$2 million liability insurance coverage must accompany application if no current copy on file.

I, the Applicant, acknowledge that I represent the owner of the above mentioned property, do hereby agree to adhere to the conditions for approval as stipulated above and agree to pay the actual construction cost, engineering and 5% GST expenses for the construction on the City of Grande Prairie property described above.

Applicant Signature: _____

FOR CITY USE ONLY:

CONDITIONS FOR APPROVAL

Contact Affected Businesses Work in Daylight Hours Signing as per Worksite Traffic Accommodation Guidelines

Use Flag Persons Time Restriction Advertise in Media (in advance)

Use Flashing Lights on Barricades Backfill Testing Required as per the City's Construction Manual Section 31 23 33.01

Date: _____ City Representative: _____

Additional Notes:

Permit Paid Cheque Credit Card Invoice

Security Paid Cheque Line of Credit N/A

Note: Excavation fee of \$100.00 + GST may apply. Excavation permits submitted in conjunction with Driveway Crossing/Storm Sewer permits do not require a fee or securities. Driveway Crossing fee of \$250.00 + GST may apply. Storm Sewer fee of \$250.00 may apply. There is no fee for only Barricade permits.

The personal information requested on this form is collected under the authority of the "Freedom of Information and Protection of Privacy" (FOIP) Act, and will be used in regards to the operation of the program or service you have applied for. If you have any questions about the collections of this information please contact the City of Grande Prairie FOIP Coordinator at 780-538-0300.

9505 – 112 Street Grande Prairie, AB T8V 6V3 Phone: 780-538-0417 Fax: 780-830-7440 Updated: July 2018

Email: eng_permits@cityofgp.com